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ABSTRACT

The purpose of this publication is to aid the beginning teacher of vocational agriculture/agribusiness in planning for the first year as a member of the teaching profession. The manual is organized on a monthly schedule starting with July, since this is often the month when a new vocational agriculture teacher is hired. Each month includes seven key areas of teacher responsibility: instructional program, administrative details, supervised occupational experience, Future Farmers of America (FFA), vocational agriculture teachers' professional organizations, adult program, and professional development. Each key area of teacher responsibility has a list of tasks or suggested procedures to be accomplished each month. There is space for the teacher to check when each task or procedure is completed. General information for beginning teachers is provided in an introductory section called "The First 100 Days." Appendixes to the guide consist of suggested activities for adult farmer programs and FFA chapter programs, as well as sample forms used in a vocational agriculture department. (KC)

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MONTHLY PLANNING MANUAL

FOR BEGINNING

VOCATIONAL AGRICULTURAL

TEACHERS

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MONTHLY PLANNING MANUAL FOR BEGINNING VOCATIONAL AGRICULTURE TEACHERS

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TEST BOOKLET

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ACKNOWLEDGEMENT

The purpose of this publication is to aid the beginning teacher of vocational agriculture/agribusiness in planning for his/her first year as a member of the teaching profession. There are many aspects of teaching vocational agriculture that are unique. Many duties and responsibilities must be accomplished on a month-to-mounth basis in order to conduct an effective program that is vocational in nature. A new teacher of agriculture must be able to set realistic goals, know what activity deadlines exist a month or several months ahead; and be able to know when to seek advice and assistance from the best possible source of information when it is needed.

The idea for this manual was proposed by Dr. Robert Martin, Assistant Professor in the Department of Agricultural and Extension Education at Penn State University. His encouragement and advice was invaluable.

Donald McNutt, a fellow agriculture teacher, and the author orginally worked on the outline of the manual. Most of the material that appears in the Adult Program section is a result of his work.

Other teachers of agriculture contributing to the information contained herein included Lewis Ayres and Charles Ackley, Ephrata High School; Donald Reinert, Kurtztown High School; and Robert Leib, Cumberland Valley High School. Several vocational agriculture teachers served on a screening committee that reviewed a draft of the manual. They made many valuable criticisms and suggestions for improvement. These teachers included:

Ronald Frederick - Twin Valley High School
Kenneth Heimbach - Kutztown High School
James Howe - Oley Valley High School
Donald McNutt - Conrad Weiser High School
Donald Reinert - Kutztown High School
Kenneth Rhodes - Derry Area High School
Donald Snively - Lebanon County Vocational-Technical School

Dr. Edgar Yoder, Assistant Professor of Agriculture Education at Penn State, provided valuable guidance, advice and technical assistance throughout the writing of the manual. He is largely responsible for the manual's completion.

Most importantly, a special thanks is extended to my wife, Jaynee, for her continued support and encouragement.

Any publication of this type is likely to need improvement. These improvements must come from the teachers, state supervisors and teacher educators using the manual. Please take the time to send any suggestions to Steve Miller at Conrad Weiser High School or to Edgar Yoder, the Department of Agricultural and Extension Education, Armsby Building, Penn State University, University Park, PA 16802.

Helpful suggestions will be included in a revision of the manual.

Stephen S. Miller
Vocational Agriculture Teacher
Conrad Weiser High School

INTRODUCTION

This publication is in loose-leaf form to allow additional material to be included that may be of assistance to the beginning teacher. The manual is organized on a monthly schedule starting with July, since this is often when a new vocational agriculture teacher is hired.

Each month is identified with a notebook tab, printed on different colored slats and includes seven key areas of teacher responsibility. Each key area of teacher responsibility has a list of tasks or suggested procedures to accomplish each month. There is a space for you to check ( ) when you have completed each task or procedure.

You will not be able to complete all the tasks or procedures the first year on the job. However, keep organizing your department and using your time effectively and the items you are able to check or add to each month's list will grow, and so will your success as a vocational agriculture teacher in Pennsylvania. An asterick (*) has been placed in front of those tasks or procedures that many successful agriculture programs accomplish each year. These items should be at the top of your list of priorities.

This publication is to be used in conjunction with The Beginning Teacher's Handbook, Teacher Education Series, Vol. 22, No. 4 available from the Department of Agricultural and Extension Education, Penn State University, and Sue Cromwell's publication.

The First 100 Days

The vocational agriculture/agribusiness department must be closely linked to the community. Your job as a new teacher is to introduce yourself to those individuals/community groups that are important to the local agriculture program. Whether you start your job in July or during the "regular" school year, you should try and accomplish the following suggested tasks or procedures. Remember - some of these items may only need to be touched upon or reinforced slightly, depending on the local situation. However, some of these items will need to be initiated "from scratch". Don't be discouraged, start on the things that you need right away, and keep working until your department is in good standing with your school and community.

A. What changes in your department's organization, facility, curriculum, FFA or adult activities are you expected to make?

* 1. Meet with the members of your school's administrative team and find out who you should go to first when you have an idea or need advice about your department's activities. Stay in close touch, at least once per week, and keep him/her informed of program improvements and your future plans for the department. See reference # 1. Present a copy of Appendix # 36 to your administrators and go over it with them.

2. Meet with your FFA Executive Committee and let them inform you about what the organization has been doing. They will also be aware of any special traditions with which the chapter has been involved. Establish short and long term goals for the organization and work toward 100% FFA membership. See Reference # 1, 2, 5, 7 and 13. See Appendix # 4, 5, and 11.

3. Contact the Adult Farmer Executive Committee chairman to verify upcoming meetings, dates and guest speakers for the local adult education program. Make sure you understand what the members need and want from the adult farmer program. You can suggest alterations if any are needed after you have become established. See Appendix # 1, 2, and 4.

* 4. Meet with the local Agricultural Advisory Committee as soon as possible and establish a regular meeting schedule. If no Agricultural Advisory Committee exists, take steps to start one right away. See Reference # 8 for ideas on properly organizing and implementing an advisory committee.

B. Develop a weekly work schedule for the remainder of the summer. Deliver copies of the schedule to your principal, the secretary that handles phone calls and messages, and the superintendent. Those administrators must know what you are doing each day. If you are in a multi-teacher department, meet with your staff at least once a week to organize your department activities and divide responsibilities. Establish a monthly report format that is handed in at the end of each month with your expense account. This is an important means by which you can inform your administrators of the scope of your activities. A detailed monthly reporting system can serve to justify your activities and provides a good accountability system for you and your department. It is extra paper work but it will pay dividends in the long run. See Appendix # 19, 20, 21, 24, and 27.

C. Who are the leaders of the agricultural/agribusiness community in your school district?

1. Identify these people as soon as possible. The agriculture teacher you are replacing can help you a great deal in this area. Meet with each individual personally, seeking ideas. Try and imvolve each individual in at least one department activity, i.e., advisory committee, field trip sponsor, guest speaker in class, or local FFA alumni member.

D. In what condition are the shop and classroom facilities?

1. You may want to spend a few days doing an inventory and reorganizing things to better suit your teaching style Don't forget that budget time will be here soon. Check to see if the school inventory matches what you have found. Learn how to operate all machinery in the school shop. Make a detailed list of things that you must have the first year and convince the administration to get them approved.

2. Run a safety check on shop equipment and facilities.

INSTRUCTIONAL PROGRAM

Read through Chapter's 3, 4, and 5 in Reference #1. A beginning teacher cannot immediately change an entire course of study for the agriculture department. However, begin to assess the local community and student needs for vocational education and begin to keep detailed notes of those changes you feel are necessary.

The Vocational Agriculture Advisory Committee can be a group to critique your ideas for curriculum changes. Be sure an administrator, and if possible, a member of the board of education, is on your Advisory Committee and that you meet with him/her about proposed changes in curriculum prior to such a meeting (see Reference #8).

In short, curriculum is not an easy item to have completely under control. It is something that takes time and patience. Be sure you are asking questions about upgrading curriculum whenever you meet with teachers who run successful agriculture programs in the state.

Tasks or Procedures to Accomplish

____ 1. Reorganize files and keep them organized and current throughout the year. This may take plenty of extra time at first but it will save you time and frustration down the road. There is nothing like being able to put your hands on a piece of information quickly when a community leader, parent, student, or administrator needs that information.

____ 2. Prepare for your classes now so your are ready to get off to a smooth start in September. Plan for the secure commitments from a few good guest speakers for the first term. Keep scrutinizing your course of study and make detailed notes of changes you want to implement. Don't forget to include text books, audio-visual materials, and shop supplies you want to include with planned curriculum changes regarding each unit/course taught. Your ultimate goal should be a detailed syllabus for each course you teach.

____ 3. Secure a list of all incoming freshmen students and develop a plan for meeting them and their parents. Each family should be visited before the start of school and a supervised occupational experience program should be started. See Appendix #2, 11 and 14

____ 4. Spend some time with the grounds maintenance and other custodial and maintenance personnel. (landscaping could be initiated in conjunction with the appropriate classroom and FFA activities).

____ 5. Match competencies from your course of study to the appropriate shop stations and tools, AV materials, text books, planned field trips, and guest speakers. See Appendix #17.

* ____ 6. Determine how many field trips you will need to take for the year. Break it down by courses, FFA activities and contests. Submit a yearly transportation request to the principal listing place, reason for trip, mileage and whether a bus driver will be needed. Be sure this gets approved before the school year starts!

____ a. Do you plan to get a bus driver's license? What are the requirements?

* ____ 7. Order films for vocational agriculture classes for the year. See Appendix #29 and get a copy of the Educators Guide to Free Films for your files.

ADMINISTRATIVE DETAILS

Tasks or Procedures to Accomplish

* ____ 1. Hold regular vocational agriculture department meetings. See Appendix #27.

* ____ 2. Be sure your tentative monthly schedule has been received by members of the administration and the switch board operator (secretary). Send a copy to the area vocational consultant.

* ____ 3. Submit building use and transportation use requisition forms early.

____ a. Area fair judging contests.

____ b. Agricultural Progress Days at Penn State.

____ 4. Send a letter to all advisory committee members with the date for the August Vocational Agriculture Advisory Committee meeting at least three weeks prior to the meeting date. A complete agenda should then be mailed one week before the meeting. This would be a good time to use your official department stationary. See Appendix #26.

* ____ 5. Make daily contact with the office secretary concerning phone messages and any schedule changes for the next day.

* ____ 6. Develop a monthly list of deadlines for major FFA and vocational agriculture/agribusiness events.

____ a. FFA contest at area fairs. See Appendix #11.

____ b. Pennsylvania Vocational agriculture Teachers Association (PVATA) Conference dates.

____ 1. Complete the proper conference request form with the principal on time.

____ c. Set FFA Executive Committee meeting date.

____ 1. Use an agenda to plan for the upcoming chapter meeting. See Appendix #6.

*____ 2. Help the chapter secretary to prepare a FFA newsletter with all the important summer dates, times and places. Check the district policy on mailing. Can you use the school office for postage or does the FFA chapter pay postage?

____ 3. Have a good idea of what you want each officer to do. Develop a complete list of officer responsibilities together with the officer team. See reference #2, 4 and 5.

____ d. Set the FFA Chapter meeting date.

* ____ 7. Check in all department budget and requisition items and correctly store them in the appropriate areas.

____ a. Be sure you establish a system of securing and checking in budget items received with the principal and the business manager.

* ____ 8. Hand in monthly expense account on time. See Appendix #24.

* ____ 9. Attach your first month's report on your activities to the expense account and deliver it to your principal and superintendent.

____ 10. Make a listing of your local community resources by agricultural/ agribusiness areas.

____ a. Start keeping a permanent record (i.e. Rolodex) of names, addresses, and phone numbers of these people. Cross reference them with your course of study under field trip ideas and guest speakers. Don't forget to put them in your Advisory Committee file. You may want to contact them when it is time to appoint a new member.

* ____ 11. Check school policy on what records are allowed to be kept on students as an agriculture teacher.

SUPERVISED OCCUPATIONAL EXPERIENCE

Tasks or Procedures to Accomplish

* ____ 1. Visit each student's agriculture/agribusiness project and evaluate it. Be sure to include student's record book on each visit--this is important.

____ a. Contact each student by telephone or in person to set an SOE visitation appointment.

____ b. The students will be anxious to see who their new teacher is and how he/she handles farm/agribusiness situations. Some overtime the first month to acquaint yourself with students, parents and employers will make the year more profitable for you.

____ 2. Prepare your students for upcoming fairs.

____ a. Time your visits properly to help those who are going to exhibit vegetables, crops and livestock.

____ 1. Distribute fair catalogs early.

____ 2. Be sure your students have animal health charts ready on time.

____ 3. Check entry dates and deadlines.

____ 4. Mail or deliver the FFA District Dairy Show forms on time.

____ 5. Whenever possible, make arrangements for your next visit before you leave. If for some reason the student was not at home. Leave him/her a note. See Appendix #15.

* ____ 3. Keep an accurate record of all of your project visits and record the evaluation grade and your comments the same day so an accurate record is kept. See Appendix 14, 20 and 21.

* ____ 4. Meet with the principal to establish guidelines for operating a Cooperative Work Experience Program for seniors (Co-op). See Appendix #13.

* ____ a. Encourage administrators to require any student getting placed in an agricultural/agribusiness training station to be enrolled in vocational agriculture classes and be supervised in the Cooperative Work Experience program (Co-op).

____ b. Students that are to be placed on school released time should be reminded of the requirements of the program. See Appendix #13.

____ c. Meet with prospective employers and review their responsibility in the program. Be sure they understand their role in the process of student evaluation.

____ d. Try and make a few new contacts for possible future Cooperative Work Experience training stations.

____ e. How much school time is provided to you to visit on-the-job Cooperative Experience students?

____ f. Start a card file on each student in Vocational Agriculture/agribusiness in addition to the Activity Folder. See Appendix #25.

____ g. Make a duplicate set for your office at home. There are many times when you'll need to reach your students after regular school hours.

FFA

Tasks or Procedures to Accomplish

_____ 1. Hold the July FFA Executive Committee meeting.

_____ a. Use an organized agenda

_____ b. Prepare for the chapter meeting thoroughly.

_____ c. Have a meeting agenda typed and plenty of copies duplicated.

_____ 2. Hold the July FFA chapter meeting.

_____ a. Start the meeting on time!

_____ b. Plan a parent member picnic.

_____ c. Have chapter members report on conferences they attended i.e. PAFC, Washington Leadership Training Conference.

_____ d. Have the Supervised Occupational Experience chairman telephone members with crops and animal projects encouraging them to attend fairs and shows.

* _____ e. Identify and list those students who should be applying for the Keystone Farmer Degree, State Proficiency Awards, the American Farmer degree and any county, area or state FFA offices. Be sure to know the requirements for each application and the dates applications are due. Keep an up-to-date set of applications on file. Order applications and medals from the state office and the National FFA Supply Service well in advance of deadline. See Reference #2,4 and 11.

_____ f. Identify the county and area FFA activities that are scheduled in the near future.

_____ g. Set a date for the Window Exhibit Committee to meet if it has not yet been constructed.

____ 3. Plan for how you will involve a few more members to work on important committees. Begin to move some of the burden of your officer team and yourself by assigning tasks to other members you think can handle them. Set deadlines and praise or constructively critique the job done by members in charge.

* ____ 4. Build your chapter program of work around the National Chapter Rating Application and plan to submit one next June. There is no good reason why every chapter should not complete this application. It could mean a trip to the National FFA Convention in Kansas City. See Appendix #12. See References #2 and 4.

____ 5. Become familiar with the Building Our American Communities (BOAC) application. Plan an idea for a BOAC project now and set deadline dates for a work schedule for the BOAC committee. See References #2 and 4. See Appendix #12.

____ 6. Become familiar with the National Capter Safety Program application and identify safety project ideas. See Appendix #12. See References #2 and 4.

VOCATIONAL AGRICULTURE TEACHER'S PROFESSIONAL ORGANIZATIONS

Tasks or Procedures to Accomplish

* _____ 1. Make sure arrangements have been completed so that you will be able to attend the Pennsylvania Vocational agriculture Teacher's Association Conference (PVATA). No one should miss this!

_____ a. Be prepared to pay your annual dues to PVATA, NVATA and AVA.

_____ b. Attend all business sessions and functions.

* _____ 2. Mark your calendar for the next regional PVATA meeting date _____.

_____ 3. Mark the date of the Area agriculture/agribusiness teacher's summer meeting date _____.

_____ 4. Mark down the next County Agriculture Teacher's Association meeting date _____.

ADULT PROGRAM

Tasks or Procedures to Accomplish

____ 1. Remind the Adult Executive Committee of their upcoming planning meeting.

* ____ 2. Mail the monthly newsletter to all members one week prior to the barn meeting for July. See Appendix #3.

* ____ 3. Coordinate your program with local agribusiness and extension field trials and summer program planning. Discuss with the county extension agent his tentative winter schedule.

____ 4. Keep a close tab on your annual summer project (i.e., potato leaf hopper trials, state/local corn yield contests).

* ____ 5. Attend the annual Young Farmer's State Convention. Invite several farmers and their spouses to attend too.

____ 6. Make regular farm visitations.

* ____ 7. Invite your school administrator(s) to set a date in August to join you on an on-farm visit.

____ a. Don't try and do too much in one visit. Make it simple and concise. Let the farmer help you make program needs/accomplishments known. Always leave something specific that is educational in nature. See Appendix #35. See Reference #3.

____ 1. You may want to have your area vocational consultant along to bolster your confidence.

____ 2. Take a list of officers and committees of the Young Farmer Chapter along to share with the administrator(s).

PROFESSIONAL DEVELOPMENT

Tasks or Procedures to Accomplish

*____ 1. Have you attended the needed agricultural in-service courses? See Appendix #32.

____ 2. How is your long range professional development goal progressing? See Appendix #34 and 35.

____ 3. Will you have all the necessary paper work completed by September first for a lateral movement on the school contract pay schedule?

____ 4. Have you attended any seminars/field days to keep you up-to-date?

____ a. livestock

____ b. dairy

____ c. crops

____ d. agronomy

____ e. mechanics

____ 5. Be sure you are on schedule for finishing your Instructional II Certificate. See Appendix #33.

*____ 6. Have you read this month's Pennsylvania Agricultural Education (PAE) magazine?

*____ 7. Keep up-to-date with your regular journals. See Appendix #30.

INSTRUCTIONAL PROGRAM

Tasks or Procedures to Accomplish

____ 1. Make sure your course of study is complete for the upcoming school year.

____ a. Keep updating a file of ideas for changes and new materials to be ordered as the year progresses.

____ 1. Don't forget good audio-visual materials.

____ 2. Locate audio visual materials and text books relating to each unit of instruction you teach. Be sure to use them at appropriate times during a unit. See Appendix #28.

____ 3. Check the school calendar for the first in-service day and the first day of school. Do not schedule out-of-school meetings/appointments then.

____ 4. Plan your traveling schedule (National FFA Convention, NVATA Convention, etc.). Find out whether you have any additional school duties for the school year like bus duty, homeroom, or detention duty. Potential conflicts should be resolved well in advance of occurrance to prevent problems.

____ 5. Check with the Junior High principal about the 8th grade agriculture club.

____ a. If none exists, proceed through normal school channels and submit a simple course plan for proposed club activities in April.

____ 1. This can be a great asset in recruiting students who may be interested in your high school program.

____ b. Try and get a set period in your schedule reserved for meeting with junior high students.

* ____ 6. Review Appendix #37. Meet with your principal and the Junior High principal. Discuss the need for giving the "Interest Inventory" to each eighth grader. Plan to conduct this activity in January or before. This will enable you to return the scores to each student. Work with the guidance department so that each student with high scores can be interviewed about their plans to take courses in agriculture.

* _____ 7. Write the requirements for <u>each</u> course you teach and have it duplicated so that you can hand it to <u>each student</u> in your class. Don't forget to include the project book "records check" grade. Administrators really appreciate getting copies of course requirements too.

_____ a. Each set of requirements should include:

_____ 1. Course objectives

_____ 2. Planned activities (include competencies here)

_____ 3. Method of evaluation (no. of quizzes, and tests, how course grade is calculated).

_____ 8. If you were not an FFA member in high school, have you gone through <u>Reference #12</u> yet? It is available through the FFA Supply Service.

ADMINISTRATIVE DETAILS

Tasks or Procedures to Accomplish

_____ 1. Schedule regular vocational agriculture department meeting times for the month. If you are in a multiple teacher department, be sure responsibilities are divided and you carry your load. See Appendix #27.

_____ 2. Check to see that all vocational agriculture students are properly scheduled.

_____ a. Were any new students added to your courses by the guidance department?

_____ 1. If students have been added to the roll, visit them and be sure they are interested in your program. Start them on a supervised occupational experience program.

_____ 3. Submit all transportation requests for field trips and building use forms for the month of September and other months if the dates are known.

_____ 4. Check state and area deadline dates for September. See Appendix #12.

* _____ 5. Send the Vocational Agriculture Advisory Committee letter containing the meeting agenda at least one week prior to the meeting.

_____ 6. Check in with the school secretary handling phone messages daily and keep your daily summer schedule up-to-date regarding any changes.

_____ a. An administrator or secretary should be able to reach you sometime during any given day on the job.

_____ 7. Make sure you have enough student activity folders and project books available for new projects starting in January.

_____ 8. Begin preparing a list of monthly activities that you want listed on the school calendar.

_____ a. Submit the entire yearly list to the principal on time for printing in the school calendar.

_____ 9. All classroom and shop supplies should be checked in before the end of August. Examine them for proper number and quality and store them safely and neatly.

_____ a. Make a list of all outstanding supplies and contact the materials handler/business manager about securing them before school starts.

* _____ 10. Prepare your request to attend the National FFA Convention. The request should be submitted at the September school board meeting. See Appendix #31.

_____ a. Reservations should be made if you plan to drive to Kansas City.

_____ 11. Turn in your monthly expense account promptly.

_____ a. Are you listing each student's name and project for each SOE visit? Don't forget to record the time spent with each student. See Appendix #24.

* _____ 12. Get your area fair and livestock show assignments and responsibilities straight and know how to do what is expected of you. See Appendix #11.

* _____ 13. Order or borrow enough of Appendix #37 materials so you are prepared to help eighth grade students make an intelligent choice about selecting courses in agriculture.

SUPERVISED OCCUPATIONAL EXPERIENCE PROGRAM

Tasks or Procedures to Accomplish

____ 1. Check and re-check all student's who have entries going to the fairs for proper entry reservations.

____ 2. Remind all students of the mid-September project book evaluation (records check) that will be part of their first quarter grade. See Appendix #16,17, and 18.

____ 3. Send a letter to employers of students in the Agricultural/Agribusiness Cooperative Work Experience Program (COOP). Remind them of their responsibilities, and thank them for their time and cooperation. See Appendix #13.

____ 4. Record the grade and your comments in the student's record book each time you visit a student's project and each time you grade the record book in school as a "record check" as opposed to an on-site project visit.

____ 5. Use the crop budget sheets from the Pennsylvania Farm management Handbook to help students having trouble completing the budget page in the agriculture production record book. See Appendix #35.

FFA

Tasks or Procedures to Accomplish

* _____ 1. Start the chapter executive committees meeting on time.

_____ a. List students to be considered to go to the National FFA Convention.

_____ 1. Consider establishing a point system for selecting those who attend.

_____ b. Plan a complete FFA chapter meeting schedule, have it typed, and duplicated and distributed to FFA members. Send a copy to the administrators.

* _____ 2. Start the chapter meeting on time.

_____ a. Have special refreshments for the August meeting or hold a swimming party or a softball game.

_____ 1. Watermelon and grilled hotdogs.

ADULT PROGRAM

Tasks or Procedures to Accomplish

* _____ 1. Send a letter one week prior to the Adult Executive Committee meeting.

_____ a. Enclose a meeting agenda.

_____ 2. Distrubute a copy of the Adult Advisory Committee minutes to your administrators, members, and your file.

_____ a. Make any changes in the year's schedule that came as a result of the meeting.

* _____ 3. Write and send the monthly newsletter to inform all your members of the upcoming meeting and the location. Be sure to include instructions for meeting and attending Pennsylvania Agricultural Progress Days.

_____ a. Get your adult farmer and FFA member mailing list put into your school computer. This will allow you to use the gummed computer address labels for a large mailing. It is a time saver.

_____ b. Confirm your fall meeting schedule and speakers.

_____ 4. Coordinate field demonstrations with local agribusiness and the Cooperative Extension Service.

_____ 5. Summarize the results of the annual summer project and make the results available to your members.

_____ 6. Start to line up candidates interested in attending the National Young Farmers Institute.

_____ 7. Coordinate any plans to use Cooperative Extension personnel from Penn State for the upcoming year through your local County Agent by September 1st.

_____ 8. Mail all applications for state awards.

VOCATIONAL AGRICULTURE/AGRIBUSINESS TEACHERS PROFESSIONAL ORGANIZATIONS

Tasks or Procedures to Accomplish

* _____ 1. Submit a written summary of the Agriculture Teachers Institute to your administrator.

_____ a. Mention the in-depth sessions and the FVATA business sessions.

* _____ 2. Attend the area agriculture teachers meeting.

* _____ 3. Attend the county agriculture teachers association meeting.

_____ a. Be ready to ask questions of the more experienced teachers. Agriculture teachers are always eager to help new teachers. You can make things easier if you have a list of specific questions ready for the "after the meeting discussion."

_____ 4. Examine the application for outstanding young vocational agriculture teacher award.

_____ a. Set your goals to apply for it.

PROFESSIONAL DEVELOPMENT

Tasks or Procedures to Accomplish

_____ 1. Supply the school district all records needed for determining placement on the salary schedule.

_____ 2. Check on the tuition reimbursement policy and submit the necessary paperwork on time. Do you have to submit the forms before you take the course?

_____ 3. Read The Pennsylvania Agricultural Education Magazine (PAE) as well as the National Agricultural Education magazine.

_____ 4. Examine the in-service schedule available from the Department of Agricultural and Extension Education. Select those courses you need to keep up to date.

_____ a. These courses also provide an excellent opportunity to discuss FFA activities, your instructional program, SOE and other concerns with both new and experienced teachers in your area of the state. See Appendix #32.

INSTRUCTIONAL PROGRAM

Tasks or Procedures to Accomplish

____ 1. Use the first school in-service day wisely. Be able to start the first day of classes well prepared. First impressions in the classroom and the shop mean a lot.

____ 2. Freshman classes should get a heavy dose of proper shop procedure. Keep your enforcement of safety rules uniform for all grade levels.

* ____ 3. Have each student update their activity folder. New students should start one the first week of school.

* ____ 4. Set a date and list it on the chalk board for project books to be handed in to be graded as a "records check".

____ a. Project visit grades from the summer should be included in the first quarter grade too.

* ____ 5. Teach FFA history and how the organization functions to the freshman. Get them off to a good start toward their Greenhand Degree in class.

* ____ 6. Teach parliamentary procedure to the freshmen as a part of an FFA unit of instruction. See Reference #6,9, and 10.

* ____ 7. Check progress on starting the Junior High Ag. Club. If you are already conducting one, this is a good month for a field trip to a local farm.

ADMINISTRATIVE DETAILS

Tasks or Procedures to Accomplish

____ 1. Schedule agriculture/agribusiness department meetings for the month.

____ 2. Perform a complete check on any student schedule changes needed.

____ 3. Hand in building use forms and transportation requests for October and beyond.

____ 4. Compile a list of new persons to fill vacancies that will occur in the Advisory Committee this year.

____ 5. Check with high school business department to have two students assigned as student secretaries to help with typing and duplicating.

____ a. Hand out special awards to them at the FFA banquet if they have done a good job.

____ 6. Check in any late arriving purchase orders. Double check outstanding purchase orders with the business office/materials handler.

____ 7. Submit to the school board a formal request to attend the National FFA Convention.

SUPERVISED OCCUPATIONAL EXPERIENCE PROGRAM

Tasks or Procedures to Accomplish

____ 1. Use some class time to review your comments about project books when you graded them first quarter.

____ a. Provide individual help and instruction to students concerning their projects in class.

____ b. Summarize projects that have been completed, (i.e. - strawberries, wheat).

* ____ 2. Make at least one SOE visit per week during September.

____ a. Have the student meet you after school. That will force you to leave early to take him/her home.

____ b. Always make comments in the record book during the visit. Try and meet with the parents.

____ 3. Stay right with your students placed on the Cooperative Occupational Experience Program (COOP).

____ a. Make any adjustments in their schedule/performance early after talking with the employer.

____ b. Check to see that all agreements in the work experience book and records are up to date as of the mid-September project book evaluation.

FFA

Tasks or Procedures to Accomplish

_____ 1. Begin plans for the fall sales activities.

_____ a. Cider sale.

_____ b. Fall flower bulb sale

_____ c. FFA calendar sale.

_____ d. Ham sandwich sale.

_____ 2. Hold the Chapter Executive meeting.

_____ a. Write the agenda for the upcoming chapter meeting. See Appendix #5 and 6.

_____ 1. Select candidates to attend the National FFA Convention.

_____ 2. Plan a future activity for the Junior High Ag. Club.

_____ 3. Start the chapter meeting on time.

_____ a. Insist on using proper parliamentary procedure.

_____ 1. Teach proper parliamentary procedure use as you go through the agenda, but don't overdo it and drag out the meeting.

_____ 2. Be sure and invite Ag. Club members to attend the meeting.

* _____ 4. Attend the county FFA meeting.

_____ a. Take several FFA chapter members with you.

_____ 5. Place the FFA supply order.

_____ a. FFA jackets and t-shirts.

_____ 1. Measure younger students and order one size larger.

_____ b. Order chapter supplies.

_____ 1. 1000 sheets of stationary at a time.

_____ 2. Official FFA manuals.

_____ 3. Don't forget to order a quantity of the new FFA calendars. Order enough to distribute to each Ag. Club member and other incoming 9th grade students.

_____ 6. Start planning the Greenhand and Chapter Farmer Induction Ceremony.

_____ a. See Appendix #10.

_____ 7. Prepare for attendance of any judging contests and fairs in your area.

_____ a. Transportation requests should already be submitted.

_____ 8. Establish amount of and start collecting FFA dues.

_____ 9. Plan FFA calendar (sale) program.

_____ 10. Outline SOAC project ideas now.

_____ 11. Outline safety project ideas now.

* _____ 12. Be sure the Chapter Reporter writes news articles and sends copies and photographs to:

1. School newspaper
2. Keystone Farmer Magazine
3. Chapter Scrapbook
4. Local newspaper - selected articles
5. Lancaster Farming - related articles.

_____ 13. Update the FFA chapter scrapbook.

_____ a. Consider putting a student on this activity full time. He/she could serve as the chapter Historian.

_____ b. Be sure to present an award at the banquet if he/she did a good job.

* _____ 14. Pennsylvania Junior Dairy Show - Harrisburg.

_____ a. Be sure your students who are showing cattle are prepared and arrive on time.

_____ b. Have a chapter team compete in the FFA Dairy Cattle Judging Contest.

_____ 1. Transportation request should be in.

_____ 2. Registration form for the dairy cattle judging contest should be sent on time.

_____ 15. Hand out photocopied work copies of the Keystone Farmer applications to students. (Seniors or first year graduates).

* _____ 16. Be sure to have your FFA members attend county, area, regional or state leadership training conferences.

_____ a. It can really inspire new members and you too. Take your spouse along.

_____ 17. Check the County FFA program of work and calendar all the activities.

* _____ 18. Mail farm show livestock entry requests for swine, sheep and beef. These names must be in now to enable you secure pens for farm show livestock. See Appendix #12.

* _____ 19. Insist that your FFA Committee Chairman submit a written report and report at each meeting when the committee is active. These reports should be attached to the Secretary's Meeting Minutes. See Appendix #9.

VOCATIONAL AGRICULTURE/AGRIBUSINESS TEACHERS PROFESSIONAL ORGANIZATIONS

Tasks or Procedures to Accomplish

____ 1. Attend the area vocational agriculture teachers meeting. Have a list of any questions about upcoming activities prepared in advance.

____ a. Don't be afraid to ask questions. You will get plenty of help if you ask for it with specific questions.

____ 2. Attend the county agriculture teachers meeting.

____ a. Know what your responsibilities are for any county FFA contest held during the year.

____ 1. Ask for help if you need it!

____ 3. Attend your Regional PVATA meeting.

____ 4. Read the Pennsylvania Agricultural Education (PAE) magazine when you receive it. Also read PVATA News and Views and the Agricultural Education Magazine.

ADULT PROGRAM

Tasks or Procedures to Accomplish

____ 1. Have the Executive Committee begin to plan the nomination committee list for the November meeting.

____ 2. Send out the monthly meeting reminder. Mail a reminder letter to the speaker and make a follow-up phone call.

____ a. See Appendix #2.

____ 3. Check with county agent to see if the winter (Jan - April) program speakers from PSU extension are confirmed. Any other speakers for the winter months should also be notified by now. If you are planning a winter workshop, the tentative schedule should be lined up, speakers located and supplies ordered. (Nutrition, welding, milker update).

____ 4. Begin to formulate a questionnaire to be used at the November meeting for future program planning.

____ a. See Appendix #3.

____ 5. State Young Farmer awards for various categories are due October 1st.

____ a. Make sure your members application is ready and the photo and script are correct.

____ 6. Contact adults this month who may be interested in checking some corn yields.

____ a. Set a date to return to check corn.

PROFESSIONAL DEVELOPMENT

Tasks or Procedures to Accomplish

____ 1. It's a good idea to look over the in-service courses offered by Penn State being held in your area for Fall/Winter/Spring now.

____ a. Take one! You need to spend some time with experienced teachers.

____ b. See Appendix #32.

____ 2. Join your state and national teachers organizations.

____ a. Insurance covering liability.

____ b. Job benefits.

____ c. Contract protection.

____ d. Attend all your local teachers association meetings.

____ 1. It is important to meet and get to know your fellow school employees. It will help you and your program!

INSTRUCTIONAL PROGRAM

Tasks or Procedures to Accomplish

_____ 1. Make sure you know when the first quarter grades are due and plan to finish your courses on time.

_____ a. Keep your students informed of their course responsibilities.

_____ b. Send out mid-quarter failure notices.

_____ 2. Have all shop bills paid before the grades are submitted.

_____ a. Be sure to use the proper procedure in collecting money.

_____ 3. Send any shop items out for repair promptly.

_____ a. Use the proper channels and forms to do this.

_____ 4. Have students update their activity folders before the grading quarter ends.

_____ 5. Plan on contacting and using a guest speaker in one or more of your classes.

_____ a. Keep a file on persons you contact.

_____ 6. Make good use of the audio visual materials in your department and in your school. See Appendix #28.

* _____ 7. Evaluate the courses taught during the first quarter.

_____ a. Make notes on needed improvement in technique, audio visual materials, textbooks and competencies taught.

_____ b. Don't forget to talk about the competencies that your students are learning with them. It makes them realize that they are learning something in agriculture/agribusiness that they cannot get any other place in the school.

ADMINISTRATIVE DETAILS

Tasks or Procedures to Accomplish

____ 1. Set up department meetings for the month.

____ 2. Submit transportation and building request forms promptly.

____ 3. Be sure your request to attend the National FFA Convention is on the school board agenda for October.

____ a. Attend the school board meeting in case there are any questions.

____ 4. Check the deadlines.

____ a. See Appendix #12.

____ 5. Submit your expense account on time. When you are inundated with a pile of work to be done - remember this advice - when in doubt file your expense account.

* ____ 6. Begin to prepare your department budget. It may be due as early as December or January.

SUPERVISED OCCUPATIONAL EXPERIENCE

Tasks or Procedures to Accomplish

_____ 1. Keep pace with your project visitation goals - at least one per week.

_____ a. Keep records on your visits.

_____ 1. See Appendix #14 and 15.

_____ b. Visit corn projects this month and take corn yeild checks. Remind students of the requirements for FFA county Corn Contest and the Pennsylvania State Farm Show.

* _____ 2. Call in record books for updating during class so you can provide individualized and group instruction. Remember - county and state project book contests are just around the corner.

_____ 3. Continue regular visitation to students on Cooperative Occupational Experience placement.

_____ a. Be sure both employer and student are abiding by the Co-op agreements.

_____ 4. Visit at least one new potential training station.

_____ 5. Be sure your students have received one or two evaluation reports from you by now.

FFA

Tasks or Procedures to Accomplish

_____ 1. Hold the Chapter Executive Committee Meeting.

_____ a. Prepare a detailed agenda for the chapter meeting.

_____ 2. Hold the Chapter meeting.

_____ a. Keep using an organized agenda, official opening ceremonies, and parliamentary procedure.

_____ b. Be sure committee reports are done properly and submitted. See Appendix #9.

_____ 3. Finish collecting all dues and have the FFA Treasurer send a check to the area consultant ahead of schedule.

_____ a. Send in names of students on the official roster. Be sure it is correctly completed.

_____ 4. Attend the county leadership training conference with your maximum number of students.

_____ 5. Attend the area/regional/state leadership training conference.

_____ 6. Continue plans for the Chapter Greenhand and Chapter Farmer induction ceremony.

_____ a. Invite state officer to speak, plan creed speaking contest, get programs printed, letter of invititation to parents and administration sent out early.

_____ 7. Social event (clay bird shoot)

_____ a. Purchase trophies and present them at the event.

_____ b. Recreation committee should have responsibilities and deadlines to meet for this.

* _____ 8. Attend the Keystone Junior Livestock and Meat Judging Contest - Harrisburg, PA.

_____ a. File transportation request early.

_____ 9. Chapter should pay part of the fee for students going to the National FFA Convention and pay part of the cost for students attending leadership conferences beyond the county level.

_____ 10. Start selling citrus.

_____ a. Check with another successful department to see how they run this activity.

_____ 11. Keep up with the collection of money from fall sales campaign.

_____ a. Have the FFA treasurer's book audited monthly.

_____ 1. FFA Alumni Committee on Agriculture Advisory Committee.

_____ 12. Reporter should have written an article for each chapter function and mailed them to appropriate places - typed on FFA stationary.

_____ a. Is there a good system of filing the articles already written? This can really help next year's reporter.

_____ b. The original typed copy should go in the Chapter Scrapbook.

_____ 13. Secretary should be finished with the letter of invitation to Greenhand and Chapter Farmer Induction Ceremony.

_____ a. Be sure programs are ready to be printed.

_____ 14. Plan chapter contests for hunting season.

_____ a. Big buck contest.

_____ b. Longest pheasant tail feather contest.

_____ 15. Have Vice president and President check to see if all committees will be ready to report at November's chapter meeting.

_____ a. Insist on a written report using the official committee report in the Advisors Handbook from each committee chairman.

_____ b. Has the window exhibit committee submitted an application to the state office for the Farm Show?

_____ c. What about the demonstration team?

_____ 16. Set date for students to return Keystone Farmer Applications for your review and typ ng.

_____ a. Call another agriculture teacher if you have a question about the application.

_____ b. Be sure the finished applications are delivered to the designated person on time. <u>See Appendix #12</u>.

VOCATIONAL AGRICULTURE TEACHER'S PROFESSIONAL ORGANIZATION

Tasks or Procedures to Accomplish

____ 1. Attend the area agriculture teachers meeting.

____ 2. Attend the county agriculture teachers meeting.

____ 3. Attend the fall Regional PVATA meeting.

____ a. Take notes and become involved in the current issues facing agricultural education.

____ 4. Read:

____ a. "PAE"

____ b. "PVATA News and Views"

____ c. "NVATA News and Views"

____ d. Agricultural Education Magazine

____ e. Voc. Ed. Journal

ADULT PROGRAM

Tasks or Procedures to Accomplish

_____ 1. The Adult Farmer Executive Committee should have developed a list of officer candidates for the November meeting.

_____ 2. Send out the meeting newsletter and be sure to include names of officer candidates.

_____ 3. Contact the county extension agent and get updated on farm programs activities.

_____ 4. Have the Adult Executive Committee review future program planning questionnaire.

_____ 5. Make corn yield checks.

PROFESSIONAL DEVELOPMENT

Tasks or Procedures to Accomplish

_____ 1. Are you attending your first agriculture in-service course?

_____ 2. Don't forget tocall or visit experienced agriculture teachers when you have questions about:

- _____ a. FFA dues rosters
- _____ b. Cider and citrus sales
- _____ c. Greenhand and chapter farmer induction
- _____ d. County leadership conferences
- _____ e. Shop and greenhouse maintenance questions
- _____ f. Textbook recommendations
- _____ g. Student project questions
- _____ h. Upcoming department budget preparation
- _____ i. Corn yeild check procedures
- _____ j. Keystone Farmer Application questions

_____ 3. Attend a few relevant trade association meetings.

_____ 4. Read:

- _____ a. PAE
- _____ b. PVATA and NVATA News and Views
- _____ c. Agricultural Education Magazine
- _____ d. National Future Farmer Magazine

_____ 5. What is happening in your local education association?

INSTRUCTIONAL PROGRAM

Tasks or Procedures to Accomplish

_____ 1. Submit first quarter grades on time.

_____ 2. Post the date of the second project book evaluation (records check) for grade on the chalkboard.

_____ 3. Submit all transportation and building use requests promptly.

- _____ a. National FFA Convention
- _____ b. FFA Banquet - auditorium and cafeteria use.
- _____ c. Field trips
  - _____ 1. Set up at least one field trip for each class this quarter.

_____ 4. Prepare course plans for next quarter.

- _____ a. Be ready to give a copy of the course requirements to each student.

_____ 5. Inform students of their responsibilities for each course and have it ready for use when needed.

- _____ a. Have you been compiling a film list with the film names, company addresses and dates they are needed for each course?
  - _____ 1. This list of requests can be sent out in June and you will be all set for next year.

_____ 6. Don't forget to keep your instruction "problem solving" oriented. Use resource persons to give or help you with practical applications.

- _____ a. Livestock castration.
- _____ b. Greenhouse crop tasks.
- _____ c. Crop problems.

ADMINISTRATIVE DETAILS

Tasks or Procedures to Accomplish

____ 1. Make sure you prepare detailed plans for the substitute teacher if you are attending the National FFA Convention.

____ 2. Set agriculture department meeting dates for the month.

* ____ 3. Plan your Agriculture Advisory Committee meeting carefully to insure a good turnout and a successful discussion.

____ 4. Submit expense account on time and in detail.

* ____ 5. Talk with members of the administration about what the agriculture/agribusiness department has been dooing? How about mentioning FFA activities? Have you given a monthly report along with or as part of your expense account?

____ 6. Be sure all transportation requests are filed on time. This is a busy month.

____ 7. Buy your spouse a christmas present.

SUPERVISED OCCUPATIONAL EXPERIENCE

Tasks or Procedures to Accomplish

____ 1. Keep making regular project visitations.

____ a. Help to decide which animals will go to farm show after your chapter and county quota has been set.

____ 2. Update student activity folders.

____ 3. Be sure you are keeping an accurate record of all your visits in a file other than just on your expense form.

____ a. Student name, project, date visited, time spent there, observation and recommendations. See Appendix #21.

____ 4. Use student projects as examples when teaching a unit in the classroom.

____ a. Plan a field trip to a student's SOE project and help him/her with a task while demonstrating to the class as well (i.e. dehorning, castration, forage sample etc.)

* ____ 5. Look at the DEBE form #809. You'll have to submit one in January when all the students summarize their project books.

____ a. See Appendix #23.

____ b. Ask an experienced teacher how he/she completes them.

____ c. Plan to use the figures to promote your program's success. You can show real production progress with these figures. See Appendix #22.

____ 6. Get ready for the next grading quarter.

____ a. Reschedule students coming off seasonal job placement.

____ 7. Make regular on-the-job Co-op visitations and file the reports right away.

FFA

Tasks or Procedures to Accomplish

_____ 1. Hold the Chapter Executive Committee meeting.

_____ 2. Hold the Chapter meeting.

_____ a. Have the Conduct of Meetings Committee show an interesting film after refreshments are served.

_____ 3. Attend the county FFA meeting with your chapter's county representative.

_____ a. Try and bring two members who have not previously attended a county meeting.

_____ 4. Attend the county FFA contest. (corn, hay, small grains)

_____ a. Help to prepare your students well in advance for them.

* _____ 5. Conduct a Chapter Greenhand and Chapter Farmer Induction Ceremony.

_____ a. Invite members' parents.

_____ b. Print a program.

_____ 1. See Appendix 10.

_____ c. Conduct a Creed Speaking Contest for:

_____ 1. 9th or 10th grade students that are greenhands.

_____ 2. Older students that are greenhands.

_____ 3. Conduct the event in the school auditorium or a large group instruction room.

_____ 4. Have FFA Alumni members serve as judges. Use the state creed contest score card.

____ 5. Award prizes to the top three participants in each division and a FFA T-shirt to the other contestants.

____ 6. Invite the administration and have the press there for pictures.

____ a. Be sure the Chapter Reporter has an article ready to give to the newspaper reporter/ photographer that evening.

____ 7. Serve refreshments in the agriculture department.

____ d. Insist on having the officers memorize the official ceremonies for raising students to these degrees of membership.

*____ 6. Prepare for the National FFA Convention.

____ a. Have a press release sent to the local paper and ask them to run it while your members are attending the convention.

____ b. Talk with an agriculture teacher that has taken students to Kansas City to get suggestions needed at the convention.

____ 1. Warm clothing.

____ 2. Camera.

____ c. Develop a check list of items your students will need.

____ d. Leave contact phone numbers with parents and administration of the motel/hotel and the convention center.

____ e. Be sure the medical form for emergency treatment has been completed by each student's parent.

____ 7. Attend the area FFA contest day.

____ a. Prepare your members for the contests.

____ b. Make sure any contest responsibilities that have been assigned to you are carried out well

____ 8. Keep tabs on the Cooperation Committee and how the chapter chain animal(s) are doing.

_____ 8. Send in the State FFA Band applications on time.

_____ a. See Appendix #12.

* _____ 9. Submit your Chapter FFA membership roster and dues payment on time.

_____ a. See Appendix #12.

_____ b. Be sure to keep graduates on the membership roster until they are 21. The chapter may want to pay their own dues. This is especially important if they plan to apply for the Keystone Farmer Degree or the American Farmer Degree; or if they plan to be a state FFA officer canidate.

_____ 10. Have the chapter pay the county FFA dues on time.

* _____ 11. Check the state farm show window exhibit and demonstration team script and props.

_____ a. Schedule meeting times to add the finishing touches to the window exhibit.

_____ b. Schedule meeting for writing the demonstration team script and assembling props.

_____ 12. Be sure to submit applications to state office for poultry and dairy cattle to be exhibited at the stall farm show.

_____ 13. Check on the progress of the chapter scrapbook. Keep student(s) working on it so it is neat and up to date.

_____ a. Be sure to use color picture and caption each picture.

_____ 1. Enter it in the county contest.

_____ 14. Participate in your local Farm City Week activities.

_____ a. Schedule a trip for a grade school class to a farm.

_____ b. Have members serve tour guides for farms that are opening their doors to the public.

_____ 15. Submit citrus orders on time.

VOCATIONAL AGRICULTURE TEACHERS

PROFESSIONAL ORGANIZATIONS

Tasks or Procedures to Accomplish

_____ 1. Attend the county agriculture teachers meeting.

_____ a. Come prepared to ask specific questions about your department. This is a valuable chance to seek advice from experienced teachers.

_____ 2. Write down any ideas that you want to present at the spring PVATA meeting.

_____ 3. Have you been reading the professional journals necessary for you to keep up to date?

_____ a. Pennsylvania Agriculture Education magazine (PAE)

_____ b. National Vocational Agricultural Teachers Association (NVATA) newsletter

_____ c. Agricultural Education magazine

_____ d. American Vocational Association (AVA) journal

_____ 4. Attend your next local school district teachers association meeting.

ADULT PROGRAM

Tasks or Procedures to Accomplish

_____ 1. Remind the Adult Executive committee of their meeting in December.

_____ a. The meeting should be used to plan the May through November program.

_____ b. Review the program planning questionnaire.

_____ 1. See Appendix #3.

_____ 2. Mail out the monthly newsletter.

_____ a. This would be a good time for a corn meeting.

_____ b. See Appendix #2.

_____ 3. Contact the County Agent and plan a meeting with him/her to coordinate your programs to make the best use of speakers and meeting dates and times.

_____ a. Your farmers should be informed of Extension programs and you should try and work closely with the Extension office.

_____ 4. Finalize all plans for the National Young Farmers Association Convention.

_____ 5. Contact the speakers you selected for the upcoming adult farmer meetings and confirm dates and times.

_____ a. Be sure to send a letter of thanks to each speaker after the meeting. Send a copy of the letter to your administrator.

_____ 6. Complete all plans for the Christmas banquet.

PROFESSIONAL DEVELOPMENT

Tasks or Procedures to Accomplish

* _____ 1. Register in advance for the upcoming in-service courses offered by the Department Of Agricultural and Extension Education.

_____ a. See Appendix #32.

_____ b. List a schedule where you plan to complete the necessary credits for:

_____ 1. Permanent certification.

_____ 2. Masters Degree. See Appendix #33 and 34.

_____ 2. Check the procedure your district uses for tuition reimbursement and complete the necessary forms.

_____ 3. Keep up to date in reading your weekly and monthly agricultural journals.

_____ a. See Appendix #30.

INSTRUCTIONAL PROGRAM

Tasks or Procedures to Accomplish

_____ 1. Plan your lessons carefully this month - December really goes by quickly. Christmas Vacation can catch you right in the middle of a project activity.

_____ 2. Check through each class's shop bill file folder. Be sure that all students have paid their shop bills.

_____ 3. Take an inventory of shop supplies and equipment. Don't forget textbooks and audio visual materials.

_____ a. Send any shop equipment in need of repair out promptly.

_____ 4. Plan, contact and use a guest speaker in at least one agriculture class.

* _____ 5. Help students close project books and prepare for the county record book contest. This activity should begin at least one week before Christmas vacation.

_____ a. Make copies of the record book enterprise analysis sheets and contest score cards. Each student should close his/her book as if it were going on to the state contest.

ADMINISTRATIVE DETAILS

Tasks or Procedures to Accomplish

_____ 1. Submit transportation and building use requisition forms needed for next month's activities.

- _____ a. FFA/Young Farmer volleyball practices in gymnasium.
- _____ b. Citrus deliveries.
- _____ c. County FFA volleyball tournament.
  - _____ 1. Is it going to be held at your school?
    - _____ a. Don't forget about Milk for refreshments.
- _____ d. Mid-Winter FFA Convention and the Pennsylvania Farm Show.
  - _____ 1. Invite an administrator to be your guest.

_____ 2. Schedule your agriculture department staff meetings for the month. See Appendix #27.

_____ 3. Secure a figure from the district's business office for what you have left for repair/replacement of shop equipment.

* _____ 4. Prepare the agriculture department budget.

- _____ a. Don't forget to contact other experienced teachers before spending hours of unnecessary effort because you have never before handled something so frustrating.
- _____ b. Check the "to order file" that you have been keeping since July. You will learn that this kind of record keeping saves time.
- _____ c. Be sure to include money for conferences, travel and field trips.
  - _____ 1. Have a talk with your principal or superintendent about what you need in each of these areas before the budget is submitted.

_____ 5. Prepare a letter announcing the agenda for the next Agriculture Advisory Committee meeting.

_____ a. Send this letter out at least two weeks prior to the meeting date.

_____ 6. Make a list of needed shop renovations, post it where you have to see it every day, and start to work on them one at a time.

_____ 7. Submit your monthly expense account form on time.

* _____ 8. Prepare to present a program to report on the National FFA Convention to the board of education.

_____ a. Secure a spot on their agenda a month in advance.

SUPERVISED OCCUPATIONAL EXPERIENCE

Tasks or Procedures to Accomplish

____ 1. Have your students update their activity folders when they begin to close their record books.

____ a. Update chapter point system total too.

____ 1. See Reference #5.

____ 2. Organize a chapter project book contest with awards to be given at the banquet.

____ a. Contact FFA Alumni members to serve as contest judges.

____ b. Use the state score cards.

____ 3. Enter the better project books in the county and state FFA record book contest.

____ 4. Have each student take an appropriate copy of the state proficiency award application forms.

____ a. See Reference #2 and 4.

____ b. Set a date in January when they should be handed in for a grade.

____ c. Use class time to review the applications.

____ d. These can be used to select the Foundation Award winners presented medals/plaques at the FFA banquet.

____ 1. Don't forget to order your medals from the National FFA Supply Service on the special order form.

____ 5. Make a few project visits this month.

____ 6. Set up spring on-the-job placement stations for the co-op program (golf course, greenhouse, landscaping, etc.).

____ 7. Make regular visitation to students on placement during this month.

FFA

Tasks or Procedures to Accomplish

_____ 1. Hold a Chapter Executive Committee meeting.

_____ a. Plan a detailed agenda for the next Chapter meeting.

_____ b. Discuss the January and February list of planned activities.

_____ c. Plan the details for attending the state FFA Mid-Winter Convention.

_____ d. Have the Vice president check to see if appropriate committee chairman are ready to report at the meeting. See Appendix #9.

_____ 2. Hold a regular Chapter meeting.

_____ a. Serve special refreshments.

_____ b. Try and join another school club in a charitable activity for the Christmas season.

_____ c. Plan activities for FFA week.

_____ d. Plan an assembly program for the school.

_____ e. Set a date for the Chapter project book contest (January).

_____ 1. The contest chairman should contact the judges as soon as possible.

_____ 3. Is everything ready for the citrus delivery?

* _____ 4. Order FFA Week supplies

_____ 5. Make arrangements with a local advertising agency for placement of the FFA billboard for the posting fee.

($30-40).

_____ a. Restaurant placemats.

_____ b. School lobby showcase materials (bulletin board).

_____ 1. Assign a committee of three students to reserve the lobby showcase for FFA Week and to put up the display.

_____ 6. Hold an FFA Demonstration Team practice to prepare for the farm show competition.

_____ 7. Make final preparations for the Window Exhibit to go to farm show.

_____ 8. Check on the chapter scrapbook - it goes to county contest in January.

_____ 9. Distribute the new FFA calendars as soon as they arrive.

AGRICULTURE TEACHERS

PROFESSIONAL ORGANIZATIONS

Tasks or Procedures to Accomplish

_____ 1. Attend the area agriculture teachers Christmas dinner.

_____ 2. Plan to serve on the FVATA committee this spring.

_____ 3. Read PAE.

ADULT PROGRAM

Tasks or Procedures to Accomplish

___ 1. Prepare yourself for end of the year tax management questions. Farmers may not invite you to look at their records if you are a new teacher. Be patient - this comes with time.

___ a. Develop an understanding of the following:

___ 1. Investment credit.

___ 2. Depreciation schedules and methods.

___ 2. Attend local tax meetings. Make a note of any new changes.

___ 3. Check Doane's Farm Management Guide for more information. You should be receiving Doane's Agricultural Letter.

___ 4. Submit a budget plan for the adult farmer program (state reimbursement).

___ a. Budget appropriate funding for materials to be used.

___ 5. Be sure all of the winter and spring adult farmer meetings are ready.

___ a. Are your scheduled speakers confirmed?

___ b. Have refreshment plans been taken care of?

___ 6. Spend some extra time with your family. January to June will be extremely busy

PROFESSIONAL DEVELOPMENT

Tasks or Procedures to Accomplish

_____ 1. Have you met the district's requirement for flexible inservice credit yet? Be sure to complete and send in the proper forms on time.

_____ 2. You should have gained some practical skills from your inservice classes.

_____ 3. Get caught up on your agricultural journals over Christmas vacation.

INSTRUCTIONAL PROGRAM

Tasks or Procedures to Accomplish

_____ 1. Plan to use guest speakers in a few classes this month. It's better than fighting the bad weather with field trips.

_____ a. By now you should have developed a file for guest speakers.

_____ 1. Purchase a "rolodex" and keep all important resources and contact persons at the flip of your fingers.

_____ 2. Have you looked far enough ahead to schedule several good films to use in your classes?

_____ a. See Appendix #29.

_____ 3. Keep checking and maintaining your shop equipment and do some house cleaning with your students.

_____ 4. Examine your county FFA program of work and be sure to integrate upcoming FFA contests into your course of study from January to June.

* _____ 5. Be sure to spend plenty of class time on project books. Students will need help closing them. Use Appendix #35 to help them and you plan next year's enterprise budget.

ADMINISTRATIVE DETAILS

Tasks or Procedures to Accomplish

____ 1. Schedule your agriculture department meetings for the month.

____ a. Be prepared before you meet with your fellow teachers. Department meetings can turn into bull sessions unless you have specific items to be discussed. Get the work done first and then throw the bull.

____ 1. See Appendix #27.

____ 2. Submit transportation and building use request forms promptly.

____ 1. Don't forget FFA Mid-Winter Convention and the farm show.

____ 3. Be sure your students who have exhibits at the farm show are properly excused from classes.

____ 4. Submit the final copy of the agriculture/agribusiness department budget on time.

____ 5. Make photocopies of the American Farmer application and the State Proficiency Award applications. This is not to early to give those that are going to apply a pencil copy.

____ a. Set a date to have their draft returned to you. Leave yourself plenty of time to meet the March deadline for finished applications.

____ 1. See Appendix #12.

* ____ 6. You should be ready to give the Applied Biological and Agribusiness Interest Inventory to all eighth grade students. Have some of your students assist you in administering the survey. Be sure they are in official FFA dress.

SUPERVISED OCCUPATIONAL EXPERIENCE

Tasks or Procedures to Accomplish

_____ 1. Spend some class time with your students and be sure they have properly closed their record books.

_____ a. Start them out on their new books immediately!

_____ b. Be sure their ending inventories agree with the new beginning inventories.

_____ 2. Have students update their activity folders and chapter point system records. Be sure they include their record book summary for this update.

* _____ 3. Complete the DEBE-809 forms from the student's project book summaries (pony blanket).

_____ a. Make photo or ditto copies of the blank DEBE-809 forms and have your students list their summary results by enterprise. You can then compile the final results by enterprise and put the final final results on a single fresh copy.

_____ b. Send them in on time to your area.

_____ c. Don't forget to have your students record their labor income by enterprise. This can be done by adding a column on the rough copies of the DEBE-809 form.

_____ d. These figures can be filed and used as a chapter banquet program insert.

_____ e. The project summary figures with labor income can also be used in a report to the shcool administration and board of education.

_____ 1. Remember - there is probably no other group of students in your school that can show the kind of local dollar input to the community.

* _____ f. See Appendix #22.

____ 4. Keep your regular SOE project visit schedule on target. You are extremely busy from now until June, but make at least two visits per week during the winter months. Keep your records on these visits up to date. See Appendix #21.

____ 5. Remind employers that the student rating sheets should be completed for those students on the Cooperative Occupational Experience Program (Co-op).

____ a. Continue to make regular visitations to the Co-op training stations.

FFA

Tasks or Procedures to Accomplish

____ 1. Hold the Chapter Executive committee meeting.

____ 2. Hold the Chapter meeting.

____ a. Plan FFA Week activity schedule.

____ 1. Use the FFA Week booklet sent by the National FFA center for ideas. Borrow one from another agriculture teacher if yours didn't arrive yet or look through last year's copy.

____ a. Don't forget to tape a few radio programs.

____ b. Plan your chapter FFA banquet.

____ 1. Invite a state officer serving in your area to speak at the banquet.

____ a. After he/she accepts the chapter's invitation, do the following right away:

____ 1. Inform him/her of the topic the chapter would like addressed.

____ 2. Give explicit directions to your school along with the date and starting time.

____ 3. Assign a chapter member to greet the officer when he/she arrives.

____ 2. Order awards and supplies early from the National FFA Supply Service.

____ c. Set the chapter basketball practices for the county tournament.

____ 1. Be sure the building use requisitions are in and the gymnasium is available.

____ d. Seed and bulb sales should begin this month. Chapter committee chairmen should be at work on this.

____ e. This is a good month to invite a few younger members to attend the County FFA meeting.

* ____ 3. Enter the Chapter scrapbook and project books in the County FFA contest.

____ a. Don't forget to order an award for the Historian if the scrapbook was well kept.

* ____ 4. Set practice dates for the Chapter Parliamentary Procedure team that will enter the County FFA competition. <u>See Appendix #11</u>. <u>See Reference #6 and 10</u>.

* ____ 5. Set practice dates for those members entering the Public Speaking Contest. They'll need help with their manuscripts and in working on their style of delivery and in answering questions.

____ 6. Now is a good time to plan ahead for the slug of FFA contests that will come in the spring - March, April, May. <u>See Appendix #11</u>.

____ a. Public speaking, poultry judging, livestock judging, forestry, farm management, salesmanship, interview and land judging.

____ 1. Try and match up the student's occupational goals with an appropriate contest. <u>Encourage members to prepare and participate</u>.

____ 7. Encourage students to consider running for county or state FFA officals.

AGRICULTURE TEACHERS

PROFESSIONAL ORGANIZATION

Tasks or Procedures to Accomplish

_____ 1. Attend the County agriculture teachers meeting.

_____ a. Come prepared with specific questions.

_____ b. Organize your file folders into a notebook with sections for:

_____ 1. County Agriculture Teachers meetings

_____ 2. County FFA meetings

_____ 3. Area Agriculture Teachers meetings

_____ 4. Region _____ PVATA meetings

_____ 2. Plan to attend and participate in your spring Regional PVATA meeting.

_____ 3. Keep up to date reading PAE, PVATA, and NVATA news releases, and the Agricultural Education magazine.

* _____ a. Have you selected your idea to present at the "Harvest of Ideas" Contest at the PVATA meeting and Summer Institute?

_____ b. Look into what is required for the "30 Minute Club Award."

_____ c. Check out the requirements for the "PVATA Outstanding First Year Teacher Award."

ADULT PROGRAM

Tasks or Procedures to Accomplish

____ 1. You are very busy aren't you! It is a good time to plan that 2-3 hour on-farm visit over the kitchen table.

____ a. Make an appointment by calling ahead. Remember - you are the same as the veterinarian and the lawyer. Don't be perceived the same as the "drop-in" salesman.

____ b. Make multiple copies of corn, hay and small grains budget sheets. Make any adjustments on these sheets to suit your local area. See Reference #3. See Appendix #35.

* ____ 2. Keep a list of all those adult farmer members that you have visited. Try and contact all who are an active member by mid-March.

____ 3. Double check with all speakers two weeks before they are scheduled to speak at a meeting. It doesn't take that long, and your heart rate will remain normal the night of the meeting.

PROFESSIONAL DEVELOPMENT

Tasks or Procedures to Accomplish

* ____ 1. Look ahead to Spring term inservice courses. You do remember where you filed the inservice course list don't you?

____ a. Schedule them in advance.

____ b. File the necessary forms with your school district for tuition reimbursement.

* ____ 2. Contact an agriculture teacher not in your area that is known for running a successful program.

____ a. Arrange to take a teacher visitation day. You may want to schedule the day during the summer so you can spend plenty of uninterrupted time with the teacher.

____ 1. Don't forget to call two or three weeks before the visit and give the teacher an idea of the items you want to discuss and see.

____ a. Go to the meeting well prepared with a list of specific questions. Don't use the "give me all you have" approach.

____ 2. File the proper form requesting the "visitation day". Many districts offer this option.

INSTRUCTIONAL PROGRAM

Tasks or Procedures to Accomplish

____ 1. Set a date to call in project books for the 3rd quarter grade. List it as a "Records Check" in the back of the book on the comment page.

____ 2. Keep adding to your list of revisions for your new course of study. Don't forget to be on the look out for good text books and audio visual materials.

____ 3. By now you should have discovered that you should expect a high level of performance from your students. Expect it - demand it - encourage it - and you will see good results from your students.

* ____ 4. Start planning next year's agriculture teaching schedule. Your principal will often have to submit teacher schedules for the next year's schedule in January or February. An agriculture teacher often has a great deal of input in these matters. Plan for your presentation well.

____ a. Meet with him/her and discuss the changes you would like to implement.

____ 1. Do you need more time for CO-OP supervision?

____ 2. FFA work?

____ b. Get the support of your Agricultural Advisory Committee and they will help you.

____ 5. Contact the Department of Ag. and Extension Education and the College of Agriculture for a listing of current scholarships. Encourage your college bound students to apply early.

____ 6. Plan to visit and tour the Penn State campus in April or May with several 10th and 11th grade agriculture students. The College of Agriculture will conduct a special day for you if you set it up ahead of time.

ADMINISTRATIVE DETAILS

Tasks or Procedures to Accomplish

_____ 1. Set up departmental meetings for the month.

_____ 2. Submit transportation and building use forms for next month now. Plan the spring trips in advance too.

_____ 3. Confirm all plans involving administrators, school board members, FFA Alumni members, Agriculture Advisory Committee members, and adult farmer members in the FFA banquet.

_____ a. Supervise closely the sending of letters of invitation to guests.

* _____ 4. Schedule another meeting with the principal/other administrators to discuss next year's agriculture teaching schedule if needed.

_____ a. Be prepared with facts.

_____ b. Use the advisory committee for community support.

_____ c. What about that Junior High program?

_____ 5. Check on the progress of the agriculture department budget. If substitutions or cuts are needed, do your best to provide input to your principal.

SUPERVISED OCCUPATIONAL EXPERIENCE

Tasks or Procedures to Accomplish

____ 1. Be sure all of your students on CO-OP are progressing well. Their employers should be satisfied with their work and feel that they are a part of the educational process.

____ a. Regular visitations by appointment helps your CO-OP program maintain a positive community based position.

____ 2. Poll next year's vocational agriculture seniors and list their preferences for job training stations.

____ a. Seek new training stations to meet legitimate student requests.

____ b. Now is the time to keep up to date with the CO-OP program. March, April and May are really busy months.

____ 3. Try and make at least one SOE project visit to an underclassmen per week this month. Concentrate on the livestock projects.

____ a. Keep checking on student's plans for fairs and shows. You don't want to miss anyone who could gain from this experience.

____ 4. Students should update their activity folders and their chapter point system sheet.

FFA

Tasks or Procedures to Accomplish

_____ 1. Hold the Chapter Executive committee meeting.

_____ a. Is a proper agenda prepared for each meeting and duplicated for distribution to members?

_____ 1. See Appendix #6.

_____ a. Have you been able to post the agenda a few days before the chapter meeting? See Appendix #5.

_____ b. Have committee reports been accurate and ready on time? See Appendix #9.

_____ 2. Hold the Chapter meeting.

_____ a. Start the meeting on time.

_____ b. Are your members using proper parliamentary procedure?

_____ 1. You should be noticing a marked effect from the team practices you have been holding. Let your team members keep the meeting rolling. You shouldn't have to jump in too often at a chapter meeting.

* _____ c. Start planning the idea for your Chapter Window Exhibit.

* _____ 3. Attend the County FFA meeting.

_____ a. Take a different student along to show him/her how things operate on the county level.

* _____ 4. Conduct the National FFA WEEK activities that were planned.

_____ a. Put responsibility on your committee chairmen to carry things through properly.

_____ 5. Set the basketball practice dates to prepare for the county tournament.

_____ a. Is the transportation request submitted?

_____ b. Attend the tournament. Remember good sportsmanship is more important than winning.

_____ 6. Continue your Chapter banquet planning. You should be developing a checklist and a set of notes that will make this harrowing experience easier next year.

_____ a. Don't forget to contact an experienced teacher and talk with him/her about how their banquet operates.

_____ 7. Get students started writing their speeches for the County Public Speaking Contests.

_____ a. Check the rules for the four speaking contests. <u>You can't make a bigger mistake than to negate hours of student work because you forgot to check a routine detail</u>.

_____ b. Check the files for last year's speeches.

_____ 1. If there is no "idea" file for speech material - start one.

_____ c. Get a few copies of good speeches from other agriculture teachers.

_____ d. Order the tape of the retiring addresses of the National Officers given at National Convention from the FFA Supply Service. It can help a student with emphasis and expression.

_____ e. Have another competent person look over a rough copy of each draft of a speech after you have seen it (English teacher).

_____ 1. Be sure to have three typed copies ready for the contest. You are often expected to mail the copies to an agriculture teacher in charge or directly to the judges before the contest date.

____ 8. Parliamentary Procedure team practices should have begun by February first or sooner.

____ a. Don't be discouraged if this is your first team, it is excellent experience for your students and you.

____ 9. Require the rough copies of the American Farmer applications due back to you the first week of February.

____ a. Ask for help in completing these if you need it.

* ____ 10. Have the State Proficiency Award applications in pencil copy format back to you by February 15th.

____ a. Set a time line to get the copies typed, signed and sent in time.

____ b. Take your time and do the job right. These are important steps for you and your students.

* ____ 11. Make two or more copies of the National Chapter Award application, BOAC application and the National Chapter Safety Program. <u>See Reference #2 and 4</u>.

____ a. Discuss these with your students in class and get a committee to take a look at one or more applications. They are due in June and require plenty of work.

____ b. Start to assemble the needed pictures for each application your chapter will complete.

* ____ c. <u>Every chapter should at least complete the "Superior" section of the National Chapter Award application. This enables a greater number of Chapters in Pennsylvania to go on to advanced competition by the state office</u>.

____ 12. Work Experience Abroad applications are due in the state office soon. Maybe you have a student that is interested in this program. <u>See Appendix #12</u>.

____ 13. Have students enter the state project book contest.

AGRICULTURE TEACHERS

PROFESSIONAL ORGANIZATIONS

Tasks or Procedures to Accomplish

_____ 1. Attend the County agriculture teachers meeting.

_____ 2. Attend the area agriculture teachers meeting.

_____ 3. Mention your interest in attending next year's NVATA National Convention to your principal. Explain what goes on at the convention and show him a copy of the agenda. You can get this at a PVATA Regional meeting from someone who attended.

_____ 4. Find the PVATA student scholarship application forms in your files. Give a copy of the application to each of your students who are planning to go to college. Have the completed applications returned to you in time to have them typed, signed and sent to the PVATA Scholarship Committee Chairman.

_____ a. The deadline date for the applications are in PAE. Keep an eye out for it.

_____ b. Be sure your chapter contributes to the scholarship fund.

* _____ 5. Calendar your spring PVATA Regional meeting. You will probably see it in PVATA or be notified by an announcement letter.

ADULT

Tasks or Procedures to Accomplish

____ 1. There are plenty of meetings to attend this month. They include:

____ a. Breed associations

____ b. DHIA

____ c. Extension

____ d. Grower's meetings

____ e. Grange

____ f. Fair Board

____ 2. One farm instruction should be handled much like January. Go to each appointment well prepared. Expansion plans and farm record keeping are often what farmers want advice on.

* ____ 3. Near the end of the month, start figuring budgets for small grains, alfalfa and corn. Become familiar with the current cost of fertilizer, lime and seed.

____ 4. Encourage farmers who haven't soil tested yet to start now. Don't take samples for farmers. Leave a soil probe and instructions with the farmer. Place the responsibility on them.

PROFESSIONAL DEVELOPMENT

Tasks or Procedures to Accomplish

_____ 1. Are you involved in spring term in-service courses work yet?

_____ 2. What is happening in your local education association?

_____ 3. Have you attended any school board meetings yet? You can learn a lot there and the visibility can be helpful to you.

_____ a. Be sure to get a complete agenda/report for each meeting you attend and file it.

_____ 4. Read PAE, Agricultural Education Magazine, National Future Farmer and the regular farm journals.

INSTRUCTIONAL PROGRAM

Tasks or Procedures to Accomplish

____ 1. Keep adding to your revision of the course of study. Have you looked at the new instructional materials catalogs and audio visual material yet?

____ 2. Be sure to keep "hands-on-experiences" in your lessons and don't be lax on the homework assignments.

____ 3. Schedule several good field trips for two or three of your classes this month.

____ a. Have the trips well organized and integrated with your classroom instruction.

____ b. Use students' projects as an opportunity for a lesson.

____ 4. Have you been returning graded homework assignments and tests to students promptly?

____ 5. Integrate the upcoming FFA contests into your classroom instruction whenever possible. See Appendix #11. See References #7 and 9.

ADMINISTRATIVE DETAILS

Tasks or Procedures to Accomplish

____ 1. Set up monthly agriculture department meetings.

____ a. Prepare the agenda for the upcoming Agriculture Advisory Committee meeting.

____ 2. Submit transportation and building use request forms on time.

____ 3. Contact your principal and the elementary principals about a Food for America Program in April or May. See Reference #2 and 4.

* ____ 4. Have you set up a Lions Club, Rotary Club or other community group programs to show off your parliamentary procedure team, public speakers or chapter officers yet?

____ 5. Submit monthly expense forms promptly.

* ____ 6. Return the sheet requesting volunteers for help at FFA Activities promptly to the Agricultural Education Department.

SUPERVISED OCCUPATIONAL EXPERIENCE

Tasks or Procedures to Accomplish

____ 1. Keep making regular project visits. It is difficult with all the evening meetings but SOE is one of the most important parts of your program.

____ a. Emphasize visiting crop projects this month.

____ b. Emphasize garden and orchard projects too.

____ 1. Have you thought about requiring students with crop and garden projects to soil test and have the results in their project book?

____ a. Don't forget to budget money for enough soil sample kits.

____ 2. Explain the proficiency award program to your students again. Remind them that they will have to return a completed State Proficiency Award application and it will be graded.

____ 3. Have students update their activity folders.

____ 4. Start mentioning fairs and shows regularly in class and on project visits.

____ 5. Seasonal placement should begin to increase in the CO-OP program. Plan to spend extra time with part of your SOE program this month.

____ 6. Another rating sheet should be completed by employers participating in the CO-OP program.

____ 7. Be sure CO-OP students placed on farms are involved with planting season planning and are involved in meaningful educational activities.

FFA

Tasks or Procedures to Accomplish

_____ 1. Hold a Chapter Executive meeting.

_____ 2. Hold the Chapter banquet. Good luck!

_____ 3. Attend the County FFA meeting.

_____ a. County FFA Banquet details need to be finished.

* _____ 4. American Farmer applications are due this month. See Appendix #12.

* _____ 5. State proficiency applications are due this month. See Appendix #12.

* _____ 6. Prepare for the County Public Speaking contest.

_____ a. Set up three practices for students to help them with their speech delivery.

_____ b. Use a video tape system if you can.

_____ 7. Set Parliamentary Procedure Team practices - 4 or 5.

_____ a. Video tape public speakers and parliamentary procedure teams, if equipment is available.

_____ b. Set up a demonstration at a Lions Club or Rotary Club meeting with the Parliamentary Procedure Team.

* _____ 8. Start planning the trip to FFA Activities Week.

_____ a. What is your chapter quota?

_____ b. Which students want to participate in state contests?

_____ c. How does your chapter select who goes?

_____ d. Does your chapter plan to pay part of the fee for the student?

_____ e. Photocopy the rules of each contest a student will enter and give it to him/her to help prepare in advance.

_____ f. Have you volunteered to help with a contest at FFA Week?

_____ 1. Pick a contest with wich you need experience. You will be surprised how much you can learn.

* _____ 9. Distribute applications for Chapter office.

_____ a. See Appendix #8.

_____ b. Be sure the parent signs the application.

_____ c. Have the chapter nominating committee attend the next FFA Executive meeting and review the applications and nominate candiates.

_____ 1. You play an important role in this process. Stress the need to select students that are qualified and will faithfully carry out the duties of the office. Winners in a popularity contest seldom hold up under the rigorous year a chapter officer goes through.

_____ 2. The same is true for those you recommend for state officer candidates.

_____ 10. Organize a Pumpkin Growing Contest for several grades in the district.

_____ a. Write the rules for the contest.

_____ b. Decide on prizes that will be awarded.

_____ c. Plan some entertainment.

_____ d. Plan refreshments.

_____ e. Set the date for the fall judging.

_____ f. Organize a planting and growing demonstration.

_____ 11. How is the progress of the Window Exhibit coming? It will get moving better after the FFA banquet.

AGRICULTURE TEACHERS PROFESSIONAL

TEACHERS ORGANIZATIONS

Tasks or Procedures to Accomplish

____ 1. Attend the County agriculture teachers meeting.

____ a. Get any information you can about the upcoming county FFA activities.

____ b. Don't forget to ask for help with American Farmer applications or other forms.

ADULT PROGRAMS

Tasks or Procedures to Accomplish

_____ 1. Do you see the light at the end of the tunnel yet? Evening meetings will be winding down as the weather begins to break.

_____ 2. Now is a good time to regroup and prepare for your test plot work for spring. Contact any fertilizer or chemical salesmen who are donating products. Don't forget seed dealers.

* _____ 3. You should have at least 20 new Agronomy Guides available for your farmers and let them know you have time to meet with them.

* _____ 4. Take 3-5 hours now and be really familiar with the Agronomy Guide - if you can't use it neither can your farmers.

PROFESSIONAL DEVELOPMENT

Tasks or Procedures to Accomplish

____ 1. Take a look at summer courses offered at Penn State and register early.

____ a. Don't forget to complete the school district's tuition reimbursement forms.

____ 2. Try to schedule a week to go to the advisors program of the Washington Leadership Training Conference. Schedule the same week you are sending one of your chapter member.

____ a. Complete the necessary school district conference request form and submit it early.

____ 1. An informal meeting to explain what you can learn and bring back to your department as a new agriculture teacher would be helpful.

INSTRUCTIONAL PROGRAM

Tasks or Procedures to Accomplish

_____ 1. Try to integrate improving /rebuilding an area of the shop with your instruction of an agricultural mechanics class.

_____ 2. Keep adding to your file on needed revisions for the course of study.

_____ a. Don't become discouraged. A sound course of study takes years to develop.

_____ 3. Plan for, contact and confirm a guest speaker to visit one or more of your classes this month.

_____ 4. Send shop equipment out for repair when needed.

_____ a. You should be keeping tabs on how much more you need for repair/replacement of equipment this year. It will help in department budget preparation next year.

* _____ 5. Check over each piece of shop equipment (guides, arbors, gauges, etc.) to be sure safety features are functional.

_____ a. Don't let students use a piece of machinery that is not in good working condition.

_____ 1. Report the situation to the administration immediately and keep after them to have the machine fixed. <u>You are responsible for any student that is hurt in a shop accident</u>.

* _____ 6. Plan to hold a tour of several of your students Supervised Occupational Experience projects.

_____ a. Have parents, administrators and all your students go along to observe and learn.

_____ b. Here is where you can use the labor income summary figures you prepared in January.

_____ 1. Have a news article ready to give to the newspaper photographer when he/she meets you at one or more of the SOE tour sites. <u>See Appendix #22</u>.

____ c. This activity can serve several functions.

____ 1. Inform the public and your administrators about the importance of the Supervised Occupational Experience Program.

____ 2. Motivate younger students to expand their project plans.

____ 3. Encourage students to keep accurate records in order to turn a profit on their enterprise.

____ 4. Inform all who attend the tour or read about the event that SOE is not only for on-farm oriented students. The other seven areas of vocational agriculture are also included.

ADMINISTRATIVE DETAILS

Tasks or Procedures to Accomplish

_____ 1. Set up agriculture department meetings for the month.

_____ 2. Submit transportation and building use forms on time.

_____ 3. Keep tabs on the money left in your budget.

_____ a. Call the business manager and get a report.

_____ 4. Have you properly applied for tuition reimbursement for courses taken?

_____ 5. Meet informally with your administrators this month to keep them up to date as to your plans for the department.

_____ 6. Invite school board members into your classroom/shop.

SUPERVISED OCCUPATIONAL EXPERIENCE

Tasks or Procedures to Accomplish

____ 1. Make regular SOE visits.

____ a. Students with hog projects should be encouraged to have feeder pigs that will be ready for the County FFA Market Hog Show and Sale in August.

____ 1. You need to visit students who have not yet been to the show.

____ a. Keep the hogs on schedule to finish at the proper market weight.

____ b. Teach them how to clip and shave the hog for show.

____ c. Teach them how to show the hog in the ring.

____ b. Has the FFA Cooperation Committee planned to start a market hog chain? If so, have two or three younger members ready to apply.

____ c. Have you considered other chain animals?

____ 2. Have students update their activity folders and chapter point system records.

____ 3. Make regular on-the-job visitations to students in the CO-OP program.

FFA

Tasks or Procedures to Accomplish

____ 1. Hold an FFA Executive Committee meeting.

____ a. Review the applications for chapter officer and nominate candidates for each office.

____ 2. Hold a Chapter FFA meeting.

____ a. Hold the election of Chapter officers for next year.

____ 3. Attend the County FFA meeting.

* ____ 4. Take your team and a few younger members to observe the Chapter team participate in the County FFA Parliamentary Procedure Contest.

* ____ 5. Take your students to participate in the County Public Speaking contest.

* ____ 6. Attend the Area Public Speaking and Parliamentary Procedure contest.

* ____ 7. Attend the County FFA Banquet.

____ 8. Prepare for and attend the County Small Engines, Interview and Salesmanship contests.

____ 9. Conduct local Chapter Land Judging, Forestry and Farm Management contests.

____ a. Use these chapter contests as part of your instructional program.

____ b. Select those with the highest placing to fill the quota for the County FFA contests to be held next month.

* ____ 10. Present a Food for America Program to the 4th, 5th and 6th grades.

____ a. Have news coverage of the event set up ahead of time.

____ 11. Organize a Pumpkin Growing contest for several grades in the district.

____ a. Have the rules ready for distribution.

____ b. Demonstrate planting the seeds and explain growing techniques.

____ c. Announce what prizes will be given at the contest in the fall.

____ d. Place some extra seeds in the office for those who need more if the first planting fails.

____ 12. Prepare for State FFA Activities Week.

____ a. Distribute FFA contest files so students can prepare for the contests.

____ 13. An outline of the National Chapter Rating applications should be done by an appointed committee.

____ 14. An outline of the BOAC application should be done by an appointed committee.

____ 15. An outline of the Safety application should be done by an appointed committee.

____ 16. Start selecting pictures to be used with the above applications.

____ a. Look at some completed applications that won gold, silver or bronze awards at the National FFA Convention.

____ b. See Reference #2 and 4.

____ 17. Purchase a Chapter chain animal.

____ a. Market hogs for County FFA Show held in August.

____ b. Lambs for show.

____ 1. Plan to take students to several sales and help them select stock for project animals.

_____ 18. Plan and organize an educational field trip (all day) to several agribusinesses and then go on to a professional baseball game.

_____ a. Take all the due paying members.

_____ b. Finance the trip with chapter money.

AGRICULTURE TEACHERS

PROFESSIONAL ORGANIZATIONS

Tasks or Procedures to Accomplish

_____ 1. Attend the County Agriculture Teachers meeting.

_____ 2. Attend the Area Agriculture Teachers meeting.

_____ 3. Have you called your area consultant or your state staff for help lately?

_____ a. They are there for you to use them.

* _____ 4. Plan on attending your Regional NVATA Convention.

_____ a. Submit the proper conference forms early.

* _____ 5. Don't miss your upcoming PVATA Spring Regional meeting.

_____ a. Go to the meeting ready to ask questions and exchange ideas with other agriculture teachers. You will find that the better teachers attend these meetings, so take advantage of their experience.

ADULT PROGRAM

Tasks or Procedures to Accomplish

____ 1. Get your test plot work ready to go. Cut stakes out of ½ plywood - 6-8" wide, 2'-4' long; cut diagonally to get two pointed stakes. Always have stakes, hammer and a magic marker along to place these as needed.

____ 2. All on-farm visits should be short and to the point. Never hold a farmer up now! Be prepared to make plant population checks. Have a small garden trowel and population charts on hand for your visits.

____ 3. On days when farmers are busy in the fields, look over last winter's schedule and note strengths and weaknesses.

* ____ 4. Look ahead to your summer schedule and make sure you plan for:

____ a. The Pennsylvania Young Farmers.

____ b. Test plot collection dates.

____ c. Vacation.

____ d. Agricultural Progress Days at Penn State.

____ e. Agriculture Teachers Summer Institute and PVATA meeting.

PROFESSIONAL DEVELOPMENT

Tasks or Procedures to Accomplish

____ 1. Are you taking any in-service courses?

____ 2. Review the goals you set for finishing your Instructional II certificate.

____ a. You should be part way there already. See Appendix #33.

____ 3. Read PAE, Agricultural Education Magazine and your regular agricultural journals.

INSTRUCTIONAL PROGRAM

Tasks or Procedures to Accomplish

____ 1. Plan a few good field trips.

____ a. Visit a local farmer and set aside an area to dig a land judging site for practice.

____ 1. Try not to use the same site used for the Chapter contest.

____ 2. Keep adding to your file on needed course of study revisions.

____ 3. Use some good quality free films to supplement your instruction.

____ a. See Appendix #29.

____ 4. Look ahead to the final exam schedule and plan an exam for each of your courses.

____ a. FFA ctivities Week sometimes falls right in the middle of exams. Be ready in case this happens. Be sure your students who are attending the state convention have taken their exams ahead of deadline.

* ____ 5. Start your shop clean up and storage process toward the end of this month.

____ a. Have students plan to complete their major mechanics projects in time to clean up the shop.

____ b. Don't plan to use the summer to do much shop arrangement. Use that time for SOE visits, FFA work and professional improvement.

ADMINISTRATIVE DETAILS

Tasks or Procedures to Accomplish

_____ 1. Set up agriculture department meetings for the month.

* _____ 2. Start planning your summer schedule now. See Appendix #19,20,21.

_____ 3. Submit transportation and building use request forms on time.

_____ a. FFA Activities Week

_____ 4. Be sure your expense account form is submitted promptly.

_____ 5. Be sure all your department budget items have been ordered.

_____ a. Check with the business manager to clean up any loose ends concerning the budget.

_____ 6. Check in any department budget items that have been received. Keeping a good accounting of these items as soon as they arrive and store them properly.

SUPERVISED OCCUPATIONAL EXPERIENCE

Tasks or Procedures to Accomplish

____ 1. Make regular project visits.

____ a. Younger students will need help. Encourage them to ask you in class.

*___ 2. Plan a tour of several student projects with administrators.

____ a. Don't be afraid to get them dirty. They need to see and appreciate what you do on SOE visitation.

____ 3. Have students update their activity folders.

FFA

Tasks or Procedures to Accomplish

_____ 1. Hold a Chapter FFA Executive Committee meeting.

_____ 2. Hold a Chapter meeting.

_____ a. Induct the newly elected officers using the ceremony in the official FFA manual.

_____ 3. Attend the County FFA meeting.

_____ a. Have one or more of those students you have taken to County FFA meetings ready to be a County FFA officer candidate.

_____ b. Be sure your chapter members volunteer for a fair portion of the county's program of work assignment.

_____ 4. Participate in the County Land Judging, Forestry, Livestock Judging, Poultry Judging and Farm Management contests.

* _____ 5. Don't miss the deadline for FFA Activities Week registration.

_____ a. Complete the registration forms accurately.

_____ b. Don't forget to select those that attend the state summer convention carefully and fairly. The convention proceedings and state contests can have a positive influence on your younger members.

* _____ c. You should already be signed up to serve on a state contest committee. Everyone has to pitch in and help run this outstanding event.

_____ d. Try and have one member serve as a delegate from your chapter to the state convention. It is good experience.

_____ 6. Complete the vegetable, plant and flower sale.

* _____ 7. Have the members select a chapter delegate to attend the Washington Leadership Training Conference Program.

_____ a. Consider having the chapter pay part of the expenses.

_____ 1. Have the member attending report on the conference at the next meeting.

_____ b. Have your students apply through the state office for scholarships that are available for the conference.

_____ c. Make arrangements to pool travel with other members from your county or area.

_____ 1. A bus trip is not as fearsome an experience if there are a few other FFA members along as traveling companions.

* _____ 8. Have your County officer canidates ready for the County FFA elections this month.

_____ 9. Are any of your students interested in attending the Pennsylvania Association of Farmer Cooperatives (PAFC) local council leadership training and information sessions.

_____ a. It could lead to a student wanting to attend the PAFC state convention or even the National convention (AIC).

_____ 10. Take an educational trip financed by chapter money.

_____ 11. Keep the Window Exhibit construction moving along.

AGRICULTURE TEACHERS

PROFESSIONAL ORGANIZATIONS

Tasks or Procedures to Accomplish

_____ 1. Attend the County agriculture teachers meeting.

_____ 2. Attend the Area agriculture teachers meeting.

* _____ 3. Be sure to attend your Spring Regional FVATA meeting.

_____ a. Election of regional FVATA vice-president.

_____ 1. Don't be afraid to take this responsibility as a second or third year teacher.

_____ b. Plans for FFA Week.

_____ c. Other valuable information about state funding and state department plans that will affect your future as an agriculture teacher.

ADULT PROGRAMS

Tasks or Procedures to Accomplish

_____ 1. It is corn planting time. Make short visits and make them to the point!

_____ a. Actual plant population - 1/1000 - 20 foot or 50 foot tape and chart.

_____ b. Can you answer the question from a farmer on whether to replant?

_____ c. Be ready with general weed control programs.

_____ 2. Have the following items in your vehicle:

_____ a. Sprayer calibration charts and measuring devices.

_____ b. Yield/population measurement equipment:

_____ 1. land wheel

_____ 2. 50' measuring tape

_____ 3. 20' measuring tape

_____ 4. Garden hand trowel

PROFESSIONAL DEVELOPMENT

Tasks or Procedures to Accomplish

*____ 1. Plan your courses for summer term. There are three-week sessions that could help you with needed credits and updating. Don't overlook independent study courses in Dairy, Agronomy, or Livestock. Contact some professors in those departments and tailor a 1-3 credit course to suit your needs.

*____ 2. Start thinking about what you would like to do for a Master's Degree project. Tailor the program (course work and paper/thesis) to make you a better prepared teacher.

____ a. The Master's project should also be done so that other agriculture teachers can benefit from your study. Didn't a lot of agriculture teachers help you when you went to them for help?

INSTRUCTIONAL PROGRAM

Tasks or Procedures to Accomplish

* _____ 1. Check on the end of the year procedures your school district follows. Do what is required of you on time and do it correctly. It is easy to say you are busy and let things go past deadline dates. Nothing gets under an administrator's skin more than that.

_____ a. Be sure all student shop bills have been paid.

_____ b. Hand in your final grades on time.

_____ c. Hand in any reports of needed repairs/improvements on time.

_____ 2. Order films for the entire next year.

_____ a. See Appendix #28.

* _____ 3. Take a few days as soon as school is over and rewrite your course of study.

_____ a. That file you have been keeping comes in handy now.

_____ b. Seek advice from other agriculture teachers on this item.

_____ 1. You can use your visitation day too.

_____ c. Do your best to select the "showing" dates to correspond with what you will be teaching when a film arrives. You are ordering early so you will receive most of the films when you want them.

* _____ 4. Make an appointment to see your county extension agent. His/Her office has an extensive educational materials file. These are Penn State publications and you can get at least one copy of anything available. You may want to order class quantities of some of them. Get a copy of the catalog if you don't already have one handy.

ADMINISTRATIVE DETAILS

Tasks or Procedures to Accomplish

_____ 1. Plan the agriculture department meetings for the month.

_____ 2. Submit transportation and building request forms on time.

_____ a. Try and make them for the entire summer portion of your work schedule.

_____ 3. Start to get your filing system in shape.

_____ a. You have been meaning to get this done for some time.

_____ 4. Submit your summer schedule to administration and to your vocational consultant.

* _____ 5. Submit a request to take a visitation day to another agriculture department this summer.

_____ a. Borrow all the ideas you can.

SUPERVISED OCCUPATIONAL EXPERIENCE

Tasks or Procedures to Accomplish

____ 1. Make all of your June student project visit appointments while students are still in school.

____ a. Phone them the day before the appointments as a reminder to be there and ready to meet you with their record book in hand.

____ b. Don't forget to pack a well stocked box of approved practice books, budget sheets, paper, project book score sheets, etc.

____ 2. Collect the final set of employer evaluation sheets for those students on CO-OP.

____ a. Letters of thanks should be sent to employers of CO-OP students with an administrator signing the letter along with your signature.

____ 3. Survey next year's seniors and see how many want to go out on CO-OP placement.

____ a. Make a list of those seniors interested in on-the-job training and list the occupational area in which they would like experience.

____ 1. Try to line up new training stations to match the needs of your students.

____ a. In a few years you'll have a strong community based on-the-job training program for your students.

FFA

Tasks or Procedures to Accomplish

_____ 1. Hold a Chapter FFA Executive committee meeting.

_____ a. Plan the summer activities.

_____ b. Set a date to meet and write the FFA Program of Work (this may take several meetings). See Reference #2,4,5 and 13.

_____ 2. Hold a Chapter FFA meeting.

* _____ a. Be sure members attending FFA Activities Week know the dormitory rules. They should all have official dress to wear when they attend the general sessions.

_____ 1. Be sure all of your students attend all of the general sessions and are well behaved.

_____ b. Plan a summer social activity.

_____ 3. Attend the County FFA meeting.

* _____ 4. Prepare the finished copy of National Chapter Rating application and have it typed. Mail it in on time. See Appendix #12.

_____ 5. Prepare the National Chapter BOAC application and have it typed. Mail it in on time.

_____ 6. Prepare the National Chapter Safety application and have it typed. Mail it in on time.

_____ 7. The Window Exhibit should be completed before school is out.

AGRICULTURE TEACHERS

PROFESSIONAL ORGANIZATIONS

Tasks or Procedures to Accomplish

_____ 1. Attend the County agriculture teachers meeting.

* _____ 2. Plan on attending the state all vocational conference at least every other year. The Agricultural Education section meetings help to keep you up to date regarding state vocational regulation and policy changes that directly affect your profession.

ADULT PROGRAM

Tasks or Procedures to Accomplish

____ 1. Congratulations! That is if you are still hanging together. Plan at least two days before the end of June to do office work which may include the following:

____ a. Reading January and February Hoard's Dairymen

____ b. Looking for a lost file.

____ c. Putting away files that do not need to be seen for another 6 months.

____ d. Realign files for easier referencing.

* ____ 2. Make a special appointment with your principal to go over your winter program and to look ahead to the summer and fall.

____ a. A big question will always remain - is the adult program cost effective? Your answer will depend on how well you have planned and managed your time and resources. Cost effectiveness is very easy for a good adult program to substantiate.

____ 1. Accurate written records of what was accomplished help to provide data to prove cost effectiveness.

____ a. See Appendix #24.

PROFESSIONAL DEVELOPMENT

Tasks or Procedures to Accomplish

_____ 1. Select your weakest area of classroom/shop instructional area and take a course of study and practice on your own to become more competent.

_____ 2. Visit another agriculture department in late June and question the teacher to obtain ideas for strengthening weakest areas of your department.

_____ 3. Plant your garden and use your vacation days to relax. You may find it necessary to leave home to avoid phone calls and the tendancy to do department work on your days off.

APPENDIX 1

ADULT FARMER PROGRAM OF ACTIVITIES

CONRAD WEISER CHAPTER
1982
Adult Farmer Program

Conrad Weiser School District
Agriculture Education Department
in cooperation with
Pennsylvania Department of Education
and
The Pennsylvania State University
Berks Co. Extension Asso.

"A Young-Adult Farmer is Any Farmer Willing to Learn."

CWAF PROGRAM FOR 1982

Jan. 5 .....CW Farm Management Short Course.....Stouchsburg
Jan. 10-15.....Farm Show.....Harrisburg
Jan. 12.....CW Farm Management Short Course.....Stouchsburg
Jan. 19-21.....Lime, Fertilizer & Pesticide Conf.....Hershey
Jan. 21-22.....Farm Builders Conference.....Lancaster
*Jan. 25.....CW Adult Farmer Meeting.....CWHS
Dairy Cattle Nutrition, Carl Brown
Jan. 26.....CW Farm Management Short Course.....Strouchsburg
Jan. 26&27.....Ruminant Nutrition School.....Leesport
Jan. 29.....Crops Day.....Leesport
Feb. 2.....CW Farm Management Short Course.....Strouchsburg
Feb. 3.....Dairy Day.....Leesport
Feb. 9.....CW Farm Management Short Course.....Strouchsburg
Feb. 9.....Swine Meeting.....Strouchsburg Fire Hall
Feb. 16&17.....Estate Planning.....Leesport
Feb. 17.....Southeast Soybean Meeting.....Lancaster
*Feb. 22.....CW Adult Farmers Meeting.....CWHS
Dairy Cattle Reproduction
Dr. Mearl, Dr. Fitzgerald
Feb. 22.....Beef Cattle Feeders Meeting.....Bethel Jr. High
March 2.....Monsanto Meeting.....Strouchsburg
March 11.....CW FFA Banquet - 6:30 P.M. .....CWHS
March 11.....Farm Financial Management.....Leesport
March 17&18....Milking School.....Leesport
*March 22.....CW Adult Farmers Meeting.....CWHS
Soybean Production, Ray Layser
April 1&2.....Dairy Reproduction School.....Leesport
*April 26.....CW Adult Farmers Meeting.....CWHS
Round Table Discussion, I. M. Able
June 18.....CW Adult Farmers/Farm Women's Society Banquet
*June 28.....CW Adult Farmers Barn Meeting
*July 27.....CW Adult Farmers Barn Meeting.....Fredericksburg
Bowman's Poultry/Beef Feed Lot
Aug. 24-26.....Ag Progress
*Sept. 27.....CW Adult Farmers Meeting.....CWHS
*Oct. 25.....CW Adult Farmers Meeting.....CWHS
*Nov. 22.....CW Adult Farmers Meeting.....CWHS
Dec. 2.....CW Farm Management Short Course.....Strouchsburg

CWAF OFFICERS - 1982

President.....Richard Gelsinger
V. President .....Richard Hoffman
Sec./Treas. .....Eugene Brubaker

COMMITTEE ASSIGNMENT

Banquet Committee.....Don McNutt, John Blatt
Nominating Committee.....Frank Troutman
Forest Stricker
Agribusiness Tour.....Nelson Troutman
Advisory Committee.....Donald Landis 1984
Mervin Brubaker 1983
Nelson Troutman 1982

CHAPTER NOMINATIONS FOR STATE AWARDS

Under 30.....Jim Gelsinger
Over 30.....John Oberholtzer
Community Service.....Ralph Troutman

Place of CWAF Meeting.....Vo Ag Classroom, CWHS
Time of CWAF Meeting.....7:30 p.m.

Instructors

Vo. Ag. 9-11 & FFA.....Steve Miller
Natural Resources 11-12 & FFA.....Rod Mack
Adult Farmer Advisor.....Don McNutt

APPENDIX 2

ADULT FARMER NEWSLETTER

PURPOSES OF CWAF

1. To develop competent, aggressive leadership.
2. To create and nurture a love of rural and urban life.
3. To encourage individuals in the development of agriculture and agri-business programs.
4. To demonstrate and practice conservation.
5. To provide organized recreational activities.
6. To assist young adults to improve family living.
7. To develop character, train for useful citizenship, and poster partriotism.
8. To acquaint members with agricultural legislation.
9. To assist and cooperate with other farm, social, civic, youth, and religious organizations.
10. To promote better consumer-producer relationships and study market conditions.
11. To study the economics of Agricultural Commodities and Marketing.

ADMINISTRATORS

Superintendent.....Dr. Richard Miller
Assistant Superintendent.....Terry Reber
High School Principal.....Harold Stern
Area Consultant.....Harvey A. Smith
Chapter Advisor.....Don McNutt

Vocational Agriculture Department
Ephrata Area School District
Ephrata, Penna. 17522
Phone 733-7961

NEWSLETTER # 88 .....ADULT FARMER PROGRAM.....May 12, 1978

Monthly Meeting & Forage Harvester Maintenance

The last EAYFA monthly business meeting of the season will be held on Tuesday evening, May 16, 1978, at 7:45 P.M. sharp in the Vo. Ag. Shop of Ephrata Sr. H.S. All committees that were involved in activities this past Spring are asked to report the results. All committees in charge of Summer and Fall activities should be present to report on their respective activities and discuss final details.

The special topic of the evening will be, "Forage Harvester Maintenance and Trouble Shooting". Mr. John Lee, I.H. Service Supervisor will come to us from Albany, N.Y. to provide us with a practical demonstration on harvester adjustment and maintenance. Heritage International of Ephrata will provide the necessary equipment and assistance. Your friends and neighbors are welcome. Refreshments will be served.

EAYFA Family Ice Cream Social

The annual EAYFA Ice Cream get-together will be held Saturday evening, June 3, beginning at 6:30 P.M. with fun and games for everyone. The location will be the same as last year at Woodcrest Retreat, Ridge Avenue & Glenn Wood Drive on Ephrata mountain. Woodcrest is a nice quiet Church campground with plenty of recreational activities for all.

Ice cream and lots of trimmings will be served at 8:30 P.M. Come early and stay late! Eat and play under the lights with plenty of room for everyone. Bring along some potato chips, pretzels, cookies or any other picnic goodies that you may have handy. Softball equipment and lawn chairs will also be needed. The EAYFA will provide the drink and paper place settings. Individual volunteers are needed to provide the ice cream. Contact Ray Boolinger, 733-9504, or one of the other committeemen if you can bring a freezer of homemade ice cream or have any questions.

EAYFA Baseball Game Trip

Join the EAYFA Phillies fans on a trip to the Vets Stadium to see the Chicago Cubs get beat!! The game is Sunday afternoon,

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EAYFA BASEBALL GAME TRIP RESERVATION FORM

Name _____ Address _____ Phone _____

Reserve _____ tickets & bus seats @ $8.50 = $_____ Total Enclosed & Payable to EAYFA

Send to: Linford Weaver, EAYFA Recreation Chr.
1758 W. Main St.
Ephrata, PA 17522

June 25, 1978. We will leave the Ephrata Jr. High School parking lot at 11:00 A.M. sharp by CTC bus and return at about 5:00 P.M. You may want to pack a lunch to eat on the bus on the way. No bottles or cans are allowed in the stadium. Thermos jugs are ok. The deadline for ordering tickets is June 15. Your friends and guests are welcome. Tickets will be available on a first come first serve basis. Any tickets not sold by June 15, will be sold to non-members. Seats are in right field. Call Linford Weaver, 733-1568, or one of the other committeemen for additional details.

PYFA Summer Conference, Tour & Picnic

The annual PYFA Summer tours & etc. will be held July 7-8, as outlined in the April issue of the PA, YF Newsletter. Plan now to visit beautiful Somerset County. Our hosts will be the Berlin-Brothersvalley Young Farmers. Look for more details in June PYFA Newsletter.

EAYFA Annual Family Picnic

The 13th Annual Adult Farmer picnic will be held at the Ephrata Community Park on Sunday, July 23, at 12:30 P.M. A covered dish dinner will be the order of the day. No reservations necessary!

Each family should being a large hot and cold covered dish, place settings, table cloth and a pitcher for serving the cold drink. Ice cream, cold drink and coffee will be provided by the EAYFA. There will be organized games and prizes for children under 13 years of age. Volleyball and softball will be available for all of the "big" kids. Tour reservations can also be turned into Homer Martin at this time.

Please contact committee chairman Terry Scheetz, 267-5012, or any other members of the committee of you have questions or comments. Thanks in advance to these members and wives for planning another fine picnic filled with plenty of fun, food and fellowship. We are looking forward to all members, families and friends being present.

1978 EAYFA Educational Tour

The tour committee is planning a two-day tour as suggested for August 8 & 9. The group will travel by charter bus into the fine agricultural area of Poughkeepsie, NY and Sturbridge, Mass. Tuesday night will be spent in a motel in Springfield, Mass. We will depart from the Ephrata Jr. High School parking lot on Tueday morning at 4:30 A.M. More information, details and reservations can be obtained by contacting chairman Homer Martin, 267-7448 or other members of the committee. Reservation deadline is July 23. The bus reservations will be filled on a first come, first serve basis. Vacancies available after this date will be available to non-members. Contact Homer now for your reservations!

EAYFA Fishing Trip

A fishing trip is planned for July 27, to Barnegat Light, N.J. This will be a new spot and the Captain said you "will" catch fish. This will be a 32 x 80 party fishing boat and will fish about 20 miles out in the ocean. Reservation deadline is July 18. Call Linford Weaver, 733-1568, or one of the other committee members for reservations and information. Cost including boat, rod and transportation is expected to be about $28.00 - $30.00. The boat will leave shore at 6:00 A.M. and return about 4:00 P.M. We will meet in the Ephrata Hr. High School parking lot at 1:45 A.M. and return about 7:30 P.M. The group will eat breakfast at a restaurant in Barnegat Light near the boat just before departure. Transportation to Barnegat Light is two vans and a pick-up truck.

Calendar of Coming Events

May 16	EAYFA Monthly Meeting & Forage Harvester Maintenance, 7:45 P.M., EHS Ag. Dept.
June 3	EAYFA Ice Cream Social, 6:30 P.M., Wood Crest Retreat
June 25	EAYFA Phillies Baseball Game Trip, 11:00 A.M. Sharp, Ephrata Jr. High School Parking Lot.
July 7 & 8	Pa. Young Farmers Summer Conference, Tours & Picnic, Berlin, PA.
July 23	EAYFA Annual Family Picnic, 12:30 P.M., Ephrata Community Park.
July 27	EAYFA Fishing Trip, 1:45 A.M., Ephrata Jr. H.S. Parking Lot.
Aug. 8 & 9	EAYFA Educational Tour To N.Y. & Mass. 4:30 A.M., Ephrata Jr. H.S. Parking Lot.
Aug. 22-24	Ag. Progress Days, Rock Springs.
Sept. 19	EAYFA Officers & Committees Meeting, Ephrata Jr. H.S., 7:45 P.M.
Sept. 26-30	Ephrata Fair & Tent City Activities.

Notes of Interest

MEMBERSHIP LISTS with addresses and telephone numbers are available to EAYFA members who need a copy for conducting EAYFA and Adult Farmer Program business.

BOWLING champions were Mrs. Earl Smoker with a high score of 182 and John Zimmerman with the highest average of 156.

KERRY BOYD, what is this I hear about one of our EAYFA members getting married on May 20? Perhaps Deborah Strauss knows something about this!

Respectfully,

Charles Ackley

APPENDIX 3

ADULT FARMER QUESTIONNAIRE

Adult Farmer Program
Ephrata Area School District
Ph. 733-7961, Ext. 261

Name _____

Address _____

Phone # _____

Please Return To:
Charles Ackley, Ag. Teacher
Ephrata Area School District
Hammon Avenue
Ephrata, PA 17522

Please complete and return by Tuesday evening, April 20, 1982. This form is used to obtain your suggestions and comments concerning courses, meetings and activities for planning next year's Adult Farmer Program. It will also serve as a sign-up for you to become entered in various programs and activities. Place a check mark (✓) in the blank space next to those items that are of interest to you. Use the blank spaces to suggest additional items and make comments.

EDUCATIONAL TOPICS AND COURSES

___ Dairy Breeding & Selection
___ Calf Care & Management
___ Alfalfa Production
___ Forage Management * Analysis
___ DHIA Records Workshop
___ Beef Production
___ Market Hog Management
___ Sow & Litter Management
___ Corn Production
___ Soybean Production
___ High Moisture Corn - Storage & Feeding
___ Crop Nutrient Requirements
___ Fertilizer Value of Manure
___ Milking School
___ Swine Herd Health - Pseudorabies
___ Wind Energy
___ Solar Energy
___ Geothermal Energy
___ Energy Alternatives
___ Energy Conversation on the Farm
___ Disease Control
___ Marketing Trends & Opportunities
___ Father-Son Partnership & Agreements
___ Farm Theft and Arson Prevention
___ Weeds Toxic to Animals
___ 198 Insect Control Program
___ 198 Weed Control Program
___ Building Contracts
___ Effective Use of Fertilizer
___ Fertilizer Value of Manure
___ First Aid On the Farm
___ Demand Meters/Farm Electricity
___
___ _____

___ Farm Management & Records Analysis
___ "How I Do It" or "Show and Tell"
___ Commodity Futures Market
___ Farm Building & Systems Planning
___ Building Layout & Construction
___ Farm Building Materials & Costs
___ Planning & Building A Farm Shop
___ Manure Storage & Handling
___ Farm Welding
___ Electric Motors & Controls
___ Stray Voltage - Cause & Cure
___ Energy Conservation on the Farm
___ Pesticide Applicator Certification
___ Farm Mgt. - Part-time Farmers
___ Computers on the Farm
___ Diesel Engine & Maintenance
___ Silage Additives
___ Farm Land Preservation
___ Soil Conservation Plan
___ Government Legislation & The Farmer
___ Farm Accounting Methods & Records
___ Marketing Contracts
___ Farm Income Tax Changes
___ Budgets & Cash Flow Statements
___ Wills & Estate Planning
___ Prepare a Financial Statement
___ Retirement Programs For Farmers & Tax Sheltered Annuity
___ Preventative Maintenance for Farm Machinery
___ EAYFA Activities Slides
___ Wood Stove Selection and Safety
___ "Dangers in The Air" - Silo Gas & etc.
___ Corn Variety Selection

COMMENTS & SUGGESTIONS

INDIVIDUAL FARM VISITS & ON-FARM INSTRUCTION

___ Farm Records & Analysis Program
___ Tax & Record Keeping Problems
___ Corn Mgt. Program & Yield Check
___ Hay Mgt. Program & Yield Check
___ Soybean Mgt. & Yield Check
___ Check Milking System Efficiency
___ Land Use Management
___ Fertilizer Value of Manure
___ Mastitis Testing
___ Calf Management Analysis
___ Dairy Breeding & Conception Rate
___ Implanting Beef Cattle
___ Swine Fattening Analysis
___ Gas, Oil & Mineral Leases
___ Mini Computers
___ Check Stray Voltage
___ Water Quality Analysis
___ Crop Sprayer Calibration
___ Crop Cost Analysis
___ Machinery Cost Analysis
___ Forage Testing & Feeding Program
___ Sales Agreements & Contracts
___ Corn Planter Calibration
___ Soil Testing
___ Efficient Use of Motors
___ Welding - Electric &/or Oxyacetylene
___ Beef Fattening Analysis
___ Internal Parasite Study
___ Pig Castration/Side Cut Pliers

SUMMER TOUR & FIELD TRIPS

Tour should be: ____1st week of Aug. ____2nd week of Aug; ____ Spring
Tour Departure Time: ___6:00 a.m. ____7:30 a.m.; ___ Other _____(when?)
Tour Return Time: ____4:00 p.m. ____8:30 p.m.; ___ Other _____(when?)
Tour Place Should Be: ____ Ferms & Points of Interest in Southeastern PA
____ Center County Farms & Points of Interest
____ Kellogg Plant (Lancaster)
___ _____

ACTIVITIES & MISC. SIGN-UP

Plan to Participate In:

___ Corn Management Contest
___ Soybean Production Contest
___ "How I Do It Meeting"
___ Bowling Party
___ Rope Pulling Team
___ Snowmobiling Trip
___ Outstanding Young Farmer Award Applicant
___ _____
___ Hay Production Contest
___ Farm Show Crop Exhibit
___ Deep Sea Fishing Trip
___ Baseball Game Trip
___ Tractor Driving Contest
___ Volleyball Team
___ Outstanding Community Service Award Applicant
___ _____

Plan To Attend:

___ 1981 2-day tour
___ 1982 PYFA Summer Tours & Conf. July 16-17, Dover H.S.
___ 1983 1-day tour
___ 1982 National YF Institute, TX
___ 1983 YF Leadership Training Session

Will Serve On One of the Following Committees: (Check one or more)

__EAYFA Officer
__Recreation
__Tour
__Refreshments
__Christmas Prog.
__Comm. Service
__Audition
__Nominating
__Wives Program
__Family Picnic
__Awards
__ National Inst.
__Educational Program
__Eph. Fair Refreshment Stand
__Tractor Driving Contest
__Ice Cream Party
__Ephrata Fair Pig Chase
__Newsletter
__Where Needed

APPENDIX 4

FFA CHAPTER PROGRAM OF ACTIVITIES

DIVISION OF THE PROGRAM OF ACTIVITIES*

Eleven (11) areas have been identified as being most appropriate under which FFA activities can be grouped. The eleven areas constituting the standing committees of the chapter are:

I. Supervised Occupational Experience

II. Cooperation

III. Community Service

IV. Leadership

V. Earnings, Savings and Investments

VI. Conduct of Meetings

VII. Scholarship

VIII. Recreation

IX. Public Relations

X. State and National Activities

XI. Alumni Relations

*Source: FFA Advisor's Handbook, National FFA Center, Alexandria, VA, Second Edition 1975, p. 85.

APPENDIX 5

FFA CHAPTER MEETING AGENDA

CONRAD WEISER FFA MEETING AGENDA

Jan. 14, 1982 - 7:30 p.m.

1. Opening Ceremony
2. Minutes of the previous meeting
3. Officer Reports
   a. Treasurer's report
   b.
4. Report on Chapter Program of Activities
   a. SOE
      1. Area FFA Contest Results

      2. Farm Show
      3. PRoject Book Contest - Jan. 28th @ Kutztown H.S.
      4. Scrapbook Contest - " " "
      5. State Proficiency Awards - Henry Noss - Swine Prod. Garry Degler
         a. Applications are due to Mr. Miller or Mr. McNutt - Feb. 15
      6. Keystone Farmer Degree

   b. COOPERATION
      1. Chain gilt report
      2. Chain gilt application due by Feb. 1st (B. Schaeffer & committee)

   c. LEADERSHIP
      1. Set application for chapter offic deadline - _____
      2. Parliamentary Procedure Team
         a. Practice dates set - _____

   d. EARNINGS & SAVINGS
      1. Citrus Committee report

      2. Seed Sale information
         a. Seed sale deadline - Feb. 23rd

      3. Spring Citrus sale - _____
      4. Spring cider sale - _____
      5. Greenhouse committee report

   e. CONDUCT OF MEETINGS
      1.

   f. SCHOLARSHIP
      1. Savings account

      2. Application for scholarship written -

      FFA members on the Honor Roll - 2nd quarter

g. RECREATION
   1. Volleyball tournament - Jan. 20th at Kutztown - bus leaves at 6:00 p.m.
      a. Chapter members will be assessed to cover the bus driver's wages _____
   2. Basketball tourn. - at Conrad Weiser - refreshments

h. PUBLIC RELATIONS
   a. Keystone Farmer Magazine articles _____
   b. Pumpkin Growing Contest - April _____ - elementary presentation

   c. Food For America - May _____ - elementary presentation
   d. Pumpkin Growing Contest - names -

   e. Food for America - names -

i. PARTICIPATION IN STATE & NATIONAL ACTIVITIES
   1. National FFA Week - Feb. 20th - 27th
      a. Billboard - Creative Sign Co. - placed along Rt. 422

      b. Lobby Display -

      c. News articles - Reading Eagle & Lancaster Farming

      d. T.V. Show - Conrad Weiser Studio - Feb. _____, _____

      e. Order appropriate FFA Week material from FFA Supply Service
         1. 5.
         2. 6.
         3. 7.
         4. 8.

5. Special Features
6. Unfinished Business
7. Committee Reports
   a. FFA Banquet Committee set:

      1. Things that need to be done right away:
         a. Invite state officers:

         b. Letter to Dr. Miller informing him of the date, same for Mr. Stern & Mr. McLain & Mr. Reber & Mr. Schmidt

         c. Banquet Committee Meeting set - _____.

APPENDIX 6

FFA EXECUTIVE COMMITTEE MEETING AGENDA

FFA EXECUTIVE COMMITTEE MEETING AGENDA

Date:
Time:
Members attending:
Members missing:

1. Officer Reports
2. Treasurer's Report
3. Minutes of the Previous Meeting:
4. Report on the Chapter Program of Activities
   a. SOE
   b. COOPERATION
   c. COMMUNITY SERVICE
   d. LEADERSHIP
   e. EARNINGS & SAVINGS
   f. CONDUCT OF MEETINGS
      1. Date of the next Exec. Comm. meeting:
      2. Date of the next Chapter meeting:
   g. SCHOLARSHIP
   h. RECREATION
   i. PUBLIC RELATIONS
   j. PARTICIPATION IN STATE & NATIONAL ACTIVITIES
   k. Alumni Relations
5. Special features
6. Unfinished business
7. Committee Reports

APPENDIX 7

FFA CHAPTER NEWSLETTER

CUMBERLAND VALLEY FFA

Volume 2
Issue 8

News Chips

Editor-Rodney Enck
Asst. Editor-Frank Shoop

On April 1st several members from our Chapter participated in the Cumberland Perry Council Co-Op Night held at West Perry High School. During the scavenger hunt they met with co-op representative, old friends, and some new friends. Each member participated in a co-op bowl and took a test on farmer cooperatives. Members that participated were: Vicki Basehore, Jeff Bricker, Jim Bivens, Bob Elliott, Rod Enck, and Mark Gutshall.

On the evening of April 8th a party was held for all members who sold over 100 dollars of Penn Best products. After an exciting evening of volleyball in the middle school gym everyone moved into the ag-shop and enjoyed eating some of the Penn Best meats and cheeses.

The 28th Annual Parent Member Banquet was held on Thursday evening April 15th in the East Cafeteria and auditorium. After eating a delicious meal in the cafeteria the many guests and members moved into the auditorium for the slide show of the past years' events, the installation of Honary Members, and the presentation of Chapter Awards. This year we were priviledged to install three new Honorary Members: Robert Finkenbinder, Prop. Country Butcher Shop; Fred Potteiger, local dairy farmer and dealer in livestock; and Dr. Anthony Colistra, Director of Secondary Education. We would like to thank these men for the help and support they have given to our Chapter. Two State Officers Paul Winklosky, Western Region Vice-President and Pat Devine State Treasurer brought greetings from the State Association and presented Keystone Farmer pins to Vicki Basehore, Jeff Bricker, Rod Enck, Mark Gutshall, and Larry Swartz. This years' Chapter Stars were: Mike Brymesser and Jeff Shughart-Star Greenhands; Vicki Basehore, Jeff Bricker, and Mark Gutshall - Star Chapter Farmers, and Rod Enck and Larry Swartz - Star Agribusinessmen.

Several members from our Chapter purchased feeder pigs at a recent sale held at the Shippensburg Fairgrounds on April 16. The members plan on showing and selling their pigs at the Shippensburg Fair this summer. Members who bought pigs were: Lynn Nester, Bob Elliott, Mark Gutshall, and Rod Enck.

On April 27th some of the members who attended the CO-OP Night where chosen to go on a tour of: Pennsupreme milk and ice cream processing plant, the Atlantic Breeders Cooperative Administration and storage buildings and stud barn and the Agway retailing outlet. Those that went were: Vicki Basehore, Jeff Bricker, Bob Elliott, Rod Enck, and Mark Gutshall. Each of these individuals wes interviewed for a chance to attend PAFC Summer Institute held at Shippensburg State College.

UP-COMING EVENTS

May	3	Chapter Tractor Driving Contest
May	4	County Tractor Driving Contest
May	5	Regional Public Speaking Contest
May	6-8	FFA Trip to Canada
May	20	Spring Olympics
May	26	FFA Meeting-Election of Officers
June	15-17	FFA Week Penn State

APPENDIX 8

APPLICATION FOR FFA CHAPTER OFFICE

_____ _____CHAPTER APPLICATION FOR THE OFFICE OF _____

Name _____ Age _____ Year in Agriculture _____

Degree held at present:(State Degree, Chapter Degree, Greenhand Degree)

Leadership Activities in FFA:

Juding Team Experience:

Leadership and Participation in School and Other Activities:

Are you willing to accept another office? Yes ____ No ____

If so, which? (In order of Preference)

Supervised Farming and/or Agricultural Experience Program:

Present Year Program Scope

Program Last Year Scope

What have you done to improve the FFA?

Average grade for current school year: _____

Average grade in vocational agriculture: (by years)_____, _____, _____

Why are you running for an office of the _____ Chapter?

Number of meetings attended since last June 1st: _____

Are you willing to spend extra time on Parliamentary Procedure? _____

Are you willing to spend extra time in planning and conducting chapter meetings and activities?_____

Approval of Parent or Guardian

_____ has our complete approval and our encouragement in his quest for a chapter office and we fully realize the additional time and work required of an office of the FFA if he is to fulfill his responsibilities properly.

_____
Parent's or guardian's signature

APPENDIX 9

FFA COMMITTEE REPORT

Chapter Secretary's Book

COMMITTEE REPORTS

Date _____

Report from _____ Committee

Committee Members Present: _____

_____

Absent: _____

Purpose of Meeting: _____

_____

_____

_____

_____

Recommended Action: Member(s) Responsible:

_____

_____

_____

_____

_____

Comments: _____

_____

_____

_____

_____

_____

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_____

_____

_____

_____

_____

Chairman

SUBJECT BEEF

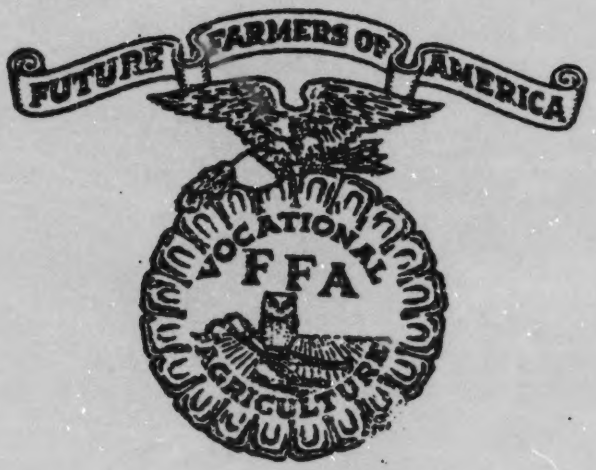
Type of Material (Check)

No.	Title	Source	FILMSTRIP	SLIDES	FILMLOOP	VIDEOTAPE	SCRIPT	CASSETTE	OTHERS	School	Notes
1.	Breeds of Beef Course	VEP		X			X	X		C.W.	
2.	Fitting and Showing FFA Beef	VEP	X				X	X			
3.	Beef Carcass Judging & Grading	VEP	X	X			X	X			
135.	Beef Cattle (Castration)	VEP	X				X	X			
138.	Pre-Natal Development of the Calf	NASCO		X			X				

APPENDIX 10

GREENHAND AND CHAPTER FARMER INDUCTION PROGRAM

CONRAD WEISER FFA



GREENHAND AND CHAPTER FARMER
INDUCTION CEREMONY
NOVEMBER 1, 1982

PROGRAM

Master of Ceremonies .....David Schaeffer

Opening Ceremony.....Chapter Officers

Initiation Ceremony.....Chapter Officers

FFA Creed Contest.....9th Grade Greenhands
10th-12th Grade
Greenhands

Closing Ceremony.....Chapter Officers

Tour Agriculture Dept. .....Parents & Members

Refreshments.....Refreshments Committee

Creed Contest Judges

Tom Myer
Donald Feeg

FFA Officers

President.....David Schaeffer
Vice President.....Ernest Gelsinger
Secretary.....Henry Noss
Treasurer.....Sue Gromis
Sentinel.....Rod Salem
Reporter.....Debbie Miller
Chaplain.....Tim Deamer
Historian.....Venetta Pettigrew
Advisors.....Mr. Miller
Mr. McNutt
Mr. Mack

CHAPTER FARMER CANDIDATES

Venetta Pettigrew
Steve Latshaw
Karl Schmeck
Robert Hartlieb
Kent Wartzenluft
Bud Oswald
Brian Highly
Bob Brown
Troy Tranquillo
Walter Wenrich
Errol Walker
Sue Gromis

CREED SPEAKING CONTEST

9th grade Greenhands

Scott Troutman
Charles Nolt
Doug Zimmerman
Joe Gingrich
Brian Schaeffer
Randy Hoover
Brian Bialek

10th grade Greenhands

Debbie Miller
Joe Grajewski
Jeff Hoover
Kevin Sattazahn
Kim Bauman

GREENHAND CONDIDATES

Tom Auman
Brian Bialek
Preston Breininger
Mark Brunner
Lynn Eberly
Kevin Fessler
Joe Gingrich
Andrew Grajewski
Troy Heck
Randy Hoover
Barry Keppley
Randy Koch
Robert Koch
Bruce Long
Mike Miller
Terry Mowrer
Charles Nolt
Brian Schaeffer
Mark Snell
Bill Strunk
Karl Swope
Scott Troutman
Richard Wilson
Garth Wartzenluft
Doug Zimmerman
Devin Sattazahn
Joe Grajewski
Ben Hanselman
Mike Ehrnfeld
Kim Bauman
Jeff Hoover
Terry Hollinger
Doug Wolfskill
Steve Grajewski
Chris Billman
Kevin Conners
Craig Billman
Todd Schoener
Debbie Miller

"The Conrad Weiser Chapter welcomes these Greenhands and Chapter Farmer Degree Candidates into the Future Farmers of America."

THE FFA CREED

I believe in the future of farming, with a faith born not of words but of deeds-achievements won by the present and past generations of agriculturists; in the promise of better days through better ways, even as the better things we now enjoy have come to us from the struggles of former years.

I believe that to live and work on a good farm, or to be engaged in other agricultural pursuit, is pleasant as well as challenging; for I know the joys and discomforts of agricultural life and hold an inborn fondness for those associations which, even in hours of discouragement, I cannot deny.

I believe in leadership from ourselves and respect from others. I believe in my own ability to work efficiently and think clearly, with such knowledge and skill as I can secure, and in the ability of progressive agriculturists to serve our own and the public interest in producing and marketing the product of our toil.

I believe in less dependence on begging and more power in bargaining; in the life abundant and enough honest wealth to help make it so-for others as well as myself; in less need for charity and more of it when needed; in being happy myself and playing square with those whose happiness depends upon me.

I believe that rural American can and will hold true to the best traditions of our national life and that I can exert an influence in my home and community which will stand solid for my part in that inspiring task.

The creed was written by E. M. Tiffany, and adopted at the third National Convention of the FFA. Revised at the 38th Convention.

APPENDIX 11

COUNTY FFA PROGRAM OF WORK AND TEACHER RESPONSIBILITIES

Berks County Program of Activities of
1982-1983

July	11-14	PAFC Shippensburg
	19-24	Kimberton Fair
	26	Deadline for District Dairy Show Entries
	28	Berks County Swine show and sale
August	9-14	Kutztown Fair
	13	9:30am Tractor Driving 1:00pm Livestock Judging 7:00pm Dairy Judging
	16-17	Regional Junior Dairy Show--Kutztown Fairgrounds
	24-26	Ag Progress Days
Septem.	31-6	Allentown Fair
	8	Banquet for Reading Fair - outstanding FFA member to accept award at Fleetwood grange
	15	County Meeting--Oley--7:30pm--Leadership Training Plan.
	19-25	Reading Fair
	20	State Jr. Dairy Show--All American
Oct.	1	Hog, Sheet, and Beef Deadlines to Mr. Lebo
	1-6	International Expo-Harrisburg
	9-10	Southeastern Regional Leadership Training PEEC
	13	Leadership Training Conference--Oley--4:00pm
	22	Deadline for Keystone Farmer Applications
Nov.	1	State and National Dues due to Harvey Smith
	1	County Dues doe to County Treasurer
	1	Citrys order deadline
	10-13	National FFA Convention
	12	Window Exhibit entries due to Mr. Lebo
	14-20	Farm City Week
	16	County Meeting-Corn, hay, small grains contest - Hamburg 7:00pm
	23	County and Area Contests - Agronomy, Dairy Judging, Horses, Ag Mechanic, Ag Products, and Meats
Dec.	15	County Meeting & County Volleyball Tournament - Tulp. - 7:00pm
Jan.	9-14	Farm Show
	12	State FFA Midwinter Convention
	27	Berks County Project Book Contest-Kutztown-4:00pm
Feb.	8-11	PA State Young Farmers Convention
	9	Application deadline for County Degree & Basketball Tournament Conrad Wiser-7:00pm
	15-17	State Project Book--Penn. State
	19-25	National FFA Week
	22	County Public Speaking--Ag Center--12:30
March	1	Proficiency Application to Mr. Lebo
	11	Last day to pay State Dues
	11	American Farmer Application due to Mr. Lebo
	15	County Meeting--Hamburg-7:30pm
	24	Parliamentary Procedures Contest--Ag Center--12:30pm
April	13	County Meeting--Kutztown--7:30pm--Banquet preparations
	19	County Banquet--Kutztown Grange Hall--7:00pm
	21	Area--Engines, Interview, and Salesmanship Contests--Lebanon County
	26	Area Parliamentary Procedures and Public Speaking

May	5	Regional Parliamentary Procedure and Public Speaking
	10	Land, Forestry, and Farm Management-Twin Valley-12:00pm
	11	County Meeting--Ag Center--7:30pm--Election of OFFICERS
	16	Deadline for Week entries
June	1	County Meeting--Twin Valley--Preparation of Program of Activities 83-84 7:30pm
	14-16	FFA Week

ATTENTION!!!!

THE SCHOOL THAT HOSTS THE MEETINGS WILL SUPPLY THE REFRESHMENTS!!

TO: Berks County FFA Advisors

SUBJECT: Ag. Society Program of Work Responsibilities for 1981-82

The following list of activities and contests of FFA activities for 1981-82 has been drawn up to help simplify organization of these activities. As you can see there are more activities than teachers so it will be necessary for each teacher to volunteer for several. Also all teachers should help at both the county Swine Show and Sale and at the Kutztown Fair.

Activity	Date and Location	Teacher Responsible
Greenhand Contest	October 13, 1981 4:00	Ron Frederick
Chapter Farmer Contest		
Wildlife	Middle Creek	Ron Frederick
Orienteering		Rod Mack
Corn Contest Hay & Small Grains	Hamburg, November 17 7:00 p.m.	Paul Barnhart all teachers
Area Fall Contests:	November 24, Ag Center 9:00 a.m.	
Agronomy		Ron Frederick
Dairy Foods		
Meats		Kellner
Pleasure Horse		Steve Miller
Dairy Cattle		Jim Howe Ken Heimbach
Ag Mechanics		Don Reinert Don McNutt
Volleyball Tourn.	December 15, Kutztown 7:00 p.m.	Ken Heimbach
County Degree Applications	Distribute December 15	Steve Miller
Project Books & Scrap Books	January 28, Kutztown 4:00 p.m.	Don Reinert Ken Heimbach
Basketball Tourn.	February 25, Conrad Weiser 7:00 p.m.	Steve Miller
Public Speaking	February 23, Ag Center, 12:30	
General		Mike Orendo
Conservation		Ron Frederick
Extemporaneous		Ken Heimbach
Creed		Steve Miller
Parliamentary Procedure	March 25, Ag Center 12:30 p.m.	Ken Heimbach

Activity	Date and Location	Teacher Responsible
Area Contests:	April 22, Twin Valley 3:00 p.m.	
Small Engines		Ron Frederick
Interview		Jim Howe
Salesmanship		Rod Mack
Spring Contests	May 4, Oley Valley 12:00 p.m.	
Land Judging		Kellner
Farm Management		Don McNutt & Steve Miller
Forestry		Ron Frederick
Livestock		Paul Barnhart Ken Heimbach
Regional Public Speaking	May 6, Kutztown State College	Ken Heimbach & Kutztown Chapter
Check Ag Center		Twin Valley
FFA Paraphenalia		Oley Valley
Minutes		Twin Valley
Publicity		Hamburg
Swine Show		Ken Heimbach Ron Frederick
Kutztown Fair		
Tractor		Mack
Livestock		Mike Orendo
Dairy		Paul Barnhart

APPENDIX 12

PDE VOCATIONAL AGRICULTURE DEADLINES

1983-84 CALENDAR OF EVENTS AND DEADLINES

1983

September 9	FFA Activities Week Planning Meeting, PSU
September 16-18	Eastern States Exposition, Springfield
September 26	PA State Junior Dairy Show
October 3	Letter with names and addresses of students raising Farm Show livestock due in state office; market hogs/ sheep/junior beef
October 7	Livestock quotas for Farm Show established
November 4	Regional Keystone Farmer selections due in state office
November 9-12	National FFA Convention, Kansas City
November 14	Farm Show window exhibits and demonstration entries due
November 14-20	Farm City Week
November 18	Final Keystone Awards selections, Harrisburg
November 27-December 1	National Young Farmer Association Educational Institute, Richmond, VA
December 9	Preregistration for vocational horticulture classes--Farm Show entries
December 12	Mailing of awards list and convention program

1984

January 8-13	PA Farm Products Show (State Farm Show)
January 11	FFA Mid-Winter Convention, Forum Building
February 8-9	Young Farmer Convention, Harrisburg (Host Inn)
February 10	WEA applications due in state office
February 14-17	Project Record Evaluation and Joint Staff Conference, PSU (Keller Conference Center)
February 18-25	National FFA Week
March 1	American Farmer Degree applications (first draft)
March 16	Last day to pay 1983 FFA dues
March 19	Proficiency Award applications (draft)
April 9	State FFA Band list (mailed by Harvy Smith) (tentative)
May 18	FFA Week entries (with area check)
June 1	Final draft American Farmer applications due in state office
June 18	FFA Week planning meeting, PSU
June 19-21	FFA Activities Week
June 22	National Chapter Rating Report
June 22	National Chapter Safety Award applications due in state office
June 29	Building Our American Communities Report (area winner)
June 29	Proficiency Award applications (finished copy)

APPENDIX 13

ORGANIZING A COOPERATIVE WORK EXPERIENCE TRAINING PROGRAM

AGRI-BUSINESS TRAINING PROGRAM
EPHRATA SENIOR HIGH SCHOOL
AGRICULTURE DEPARTMENT

What is the agri-business training program?

The agri-business training program is an occupational work experience for senior vocational agriculture students. One of the basic principles of vocational agriculture is to provide for the occupational needs of students. Modern agriculture affords many employment opportunities for youth. It is the responsibility of the agriculture department to provide interested students with the technical information and training required to gain employment in agriculture related occupations.

Students enrolled in the program attend regular school classes in the morning and after lunch report to their agri-business job. The on-job training provides the students with the opportunity to "learn by doing" in the most practical sense.

How does the program operate?

The program is operated through the agriculture department with the cooperation of agriculture businesses in and around the community. The regular school faculty serves as the student's teacher in school, while his employer or designated supervisor serves as his teacher during the on-job training. To be eligible for the program, students must maintain average grades in regular school subjects and have the ability to perform the skills required in his selected job.

The on-job training will start February 3, 1981 and continue for a period of sixteen weeks until May 28, 1981. Students will work a minimum of four hours daily, or twenty hours per week.

What are the objectives of the program?

The program has been organized to give senior vocational agriculture students the opportunity to gain experience in some type of agriculture business before graduation from high school. It is our hope that students receiving this type of training will better understand the organization and management of an agriculture business. More specifically the objectives are as follows:

1. To develop agriculture skills needed by individuals engaged in or preparing to engage in agri-business occupations.

2. To develop an understanding and appreciation of career opportunities in agriculture and of the preparation needed to enter and progress in agriculture occupations.

3. To aid in developing those abilities in human relations required for success in agriculture occupations.

SCHOOL LETTERHEAD

Mr. Paul Gehman
Gehman Feed Mill, Inc.
44 North 3rd Street
Denver, PA 17517

Dear Mr. Gehman:

The vocational agriculture department of Ephrata High School is planning to conduct the agriculture work experience program again this year.

The program will start on February 3, 1981 and continue until May 28, 1981. This allows a sixteen-week employment period. Students will be available to start their training at 12:00 noon or later each day. Only senior agriculture students are permitted to participate in the program.

The objective of the program is to give students the opportunity to learn skills and acquire knowledge essential to operating an agriculture business.

I appreciated your cooperation in the past and will contact you in the near future to see if you might be interested in training a student again this year.

Sincerely yours,

Lewis Ayers
Agriculture Teacher

SCHOOL LETTERHEAD

Mr. Harold Wright
Personnel Department
New Holland Division of Sperry Rand
Franklin and Roberts Avenue
New Holland, PA 17557

Dear Mr. Wright:

I would like to extend my sincere thanks to you and your company for the cooperation you gave the agriculture work experience program this year. The training and guidance you gave Mike Nolt was excellent. As you know, the sixteen weeks of the program concludes Thursday, June 2, 1980.

Enclosed you will find a student rating sheet that should be completed and returned to me as soon as possible. This form serves as a means to evaluate the progress of each trainee in his job.

As a teacher, it is gratifying to have people like yourself who take the time to provide our students with employment and training. I appreciate greatly your cooperation in this program and hope our working relationship will continue in the future.

Sincerely,

Lew Ayers
Agriculture Instructor

Enclosure

LA:hms

AGRI-BUSINESS TRAINING PROGRAM
EPHRATA SENIOR HIGH SCHOOL
AGRICULTURE DEPARTMENT

STUDENT INFORMATION SHEET

Name _____ Telephone Number _____

Address _____

Date Of Birth _____ Age _____

Grade in School _____ Height _____ Weight _____

Parents Name _____

Father's Occupation _____

Mother's Occupation _____

Previous Employers: Address:

_____ _____

_____ _____

Hobbies _____

School Activities _____

_____

_____

_____

High School Courses Taken:

Year	Subject	Grade	Year	Subject	Grade

EPHRATA SENIOR HIGH SCHOOL

AGRI-BUSINESS WORK EXPERIENCE PROGRAM

The Supervised Work Experience Program has been discussed with me by the Agriculture Teacher, and I understand that through enrollment in this program:

1. I am to receive training on the job in which I have an interest and ability.

2. I am NOT guaranteed a job and neither am I assigned to a job. The employer and I will discuss possible employment at the time of the interview.

3. I shall receive payment for my part-time work. I shall have my working papers if needed and Social Security Card with me at the time I discuss employment with the employer.

4. I can NOT expect to go to my job if I am absent from school on the same day of a regular school day.

5. I am to have a combined school-work week which does not not impair my health and/or my studies. I should be on the job an average minimum of 15 hours per week.

6. I must be present and on time each day--both in school and on the job.

7. I will, without fail, keep my teacher informed of any problems, changes in schedule or problem that may confront me on the job or in school.

8. I WILL BE DROPPED from the program if I am discharged for such causes as theft or any other infraction of employment regulations.

9. I WILL BE DROPPED from the program if I leave my employment without consent of the Agriculture Teacher.

10. I will notify my employer as far in advance as possible (usually before 10:00 a.m.) if I am unable to report to work.

11. I will, at all times, conform to all rules and regulations of the Ephrata Area School District, and my employer, and will discharge my duties to the best of my ability.

"I HAVE READ AND AGREE TO THE CODE OF ETHICS SET FORTH FOR THIS COOPERATIVE EDUCATION PROGRAM"

Date _____ Student's Signature _____

Parent's Signature _____

STUDENT RATING SHEET

AGRICULTURE WORK EXPERIENCE PROGRAM

EPHRATA HIGH SCHOOL

Student _____ Date _____

Company or Business _____

Rated by _____

Trait	Rating (Check)				
	Excellent	Good	Average	Poor	Very Poor
Ambition					
Cooperation					
Courtesy					
Dependability					
Friendliness					
Neatness					

Your grade for this student employee: (Please circle only one)

A --- Excellent

B --- Above Average

C --- Average

D --- Below Average

F --- Unsatisfactory

Comments _____

_____

_____

APPENDIX 14

INDIVIDUAL ON-SITE SUPERVISION AND INSTRUCTION REPORT FORM

Individual On-Site Supervision and Instruction Report Form

School Hackettstown High School

Date 8/2/82

Student's Name John Semanchik

Occupational Objective Dairy Farming

Kind of Program (check one)
( ) Placement
(x) Ownership

SOE Activities/ Enterprises	Observations	Recommendations/ Demonstrations
Agricultural mechanics	Student has excellent facilities for training in safe tractor operation	Use the Safe Tractor Driving score sheet and prepare to enter the Safe Tractor Driving Contest at the 1982 Warren County Fair On next visit, have record book available for update on Dairy program

Teacher's Signature Grant M. Miller

APPENDIX 15

"SORRY I MISSED YOU"
VISITATION FORM

SORRY THAT I MISSED YOU TODAY!!

VOCATIONAL AGRICULTURE
DEPARTMENT

DATE _____

TIME _____

REASON FOR VISIT:

_____

_____

_____

RECOMMENDATIONS:

_____

_____

_____

YOUR VO AG INSTRUCTOR

_____

APPENDIX 16

AGRICULTURAL PRODUCTION PROJECT
RECORD SCORESHEET

CONRAD WEISER VO-AG

PRODUCTION PROGRAM PROJECT BOOK SCORECARD

Name_____ Teacher _____ Date _____

Parent or Guardian Signature _____

	max. pts.	students score
1. Production enterprise record, 2 yr. plan Improvement project — (Deduct points for each section not completed)	(5)	
2. Business Agreement p.3	(10)	
3. Production Budget Estimate p. 4 & 5	(10)	
a. Receipt section (5)		
b. Expenses (5)		
c. Summary of expenses and labor		
4. Production Goals for each enterprise p. 6	(10)	
5. Approved practices for each enterprise p. 7-9	(10)	
6. Production Inventory & depreciation Schedule and Breeding record p. 12 and p. 30		
*Bonus of 10 maximum points		
7. Record of Receipts and Expenses p. 14-26	(40)	
a. Double entry system used		
b. Previous scorecard enclosed with project and signed with parents signature		
8. Summary of year's business and special conditions affecting income	(5)	
9. Financial Statement	(5)	
Prizes and awards section	(5)	

STUDENT'S SCORE _____

APPENDIX 17

WORK EXPERIENCE PROJECT
RECORD SCORESHEET

CONRAD WEISER FFA

S.O.E.P. PROJECT BOOK SCORECARD

Name _____ Date _____ Teacher _____

Parent or Guardian Signature _____

1. Plans for Getting Started in an Agriculture

   Occupation (two choices listed).....(10) _____

2. Description of lace(s) working p. 2 & 3 .....(5) _____

3. Record of the kinds of experiences planned .....(15) _____

4. Record of the details of the employment agreement..(10) _____

   a. Employer copy 7a
   b. School copy p. 7b (activity folder)
   c. Student's extra copy

5. Occupational Experiences and Financial

   Records p. 10-20.....(40) _____

   a. skills and pay listed monthly and totaled at bottom of page
   b. previous scorecard enclosed with project book **(-10) parent signature included

6. Summary of Work and Earnings p. 21.....(10) _____
   Check paragraphs on p. 22 closely

7. Financial Statement p. 23.....(5) _____

8. FFA, School and Community Leadership Activities ...(5) _____

   Records and Awards p. 24 and 25

STUDENT TOTAL SCORE _____

APPENDIX 18

SKILLS AND TASKS PROJECT
RECORD SCORESHEET

CONRAD-WEISER VO-AG

SKILLS & TASKS SCORE CARD

Name _____ Date _____ Teacher _____

Parent or Guardian Signature _____

Student Total Score _____

	Maximum Score	Student Score
A. Occupational Objectives & Goals completed and properly entered	(20)	_____
B. Relationship of project to student goals p. 3 and 4	(5)	_____
C. Personal Characteristics Evaluation p. 5	(5)	_____
D. Tasks performed and hours worked p. 6-15		
1. Accuracy of records	(15)	_____
a. Date and page of last entry _____		
b. Previous scorecard enclosed and parent signature (-10)		
2. Completeness and neatness of record	(15)	_____
a. Photo record used p. 22	(5)	_____
b. Cover completed in ink	(5)	_____
E. Job Experience Summary Sheet p. 16 Student properly groups skills within job areas	(10)	_____
F. FFA, School and Community Leadership Activities p. 19	(5)	_____
Improvement Project Record p. 19-21 (inc. other)	(15)	_____

APPENDIX 19

VOCATIONAL AGRICULTURE TEACHER'S SUMMER SCHEDULE

THE VOCATIONAL AGRICULTURE SUMMER PROGRAM

The vocational agriculture program has traditionally been conducted on a fiscal year basis with twelve months employment starting July 1 each year. During this time of budget squeeze and energy crisis much pressure has been placed on this traditional fiscal year employment. The proper use of this important summer program time may be the best means of providing accountability for the vocational funds expended in agri-business programs and the justification for continuing contracts beyond the academic year.

The following forms should be useful in planning and conducting the summer program in vocational agriculture education.

VOCATIONAL AGRICULTURE DEPARTMENT

Summer Activities List

A. Student Visitation

1. Incoming ninth grade
2. Supervised occupational experience; i.e., projects work experience, school directed laboratory, etc.
3. Consult with parents.
4. Review student records; contests, awards, project
5. Promote FFA activities
6. Note items for inclusion in lessons
7. Students who have graduated -- awards, occupations, young farmers, etc.

Young Adult Farmer Visitation

1. Every member visit
2. Coordinate young farmer and FFA activities
3. Potential new members
4. Look and listen for educational needs

B. Activities and Events

1. FFA Activities Week - PSU
2. PVATA Conference
3. PVA Conference
4. Local Fair
   a. FFA exhibit
   b. FFA members showing
   c. Days specifically involved
   d. Fair Board Meetings
5. Youth Dairy Show
6. Other shows -- beef, swine, garden, horticulture
7. FFA Meetings — (one per month)
8. FFA Project Tour — include superintendent and principal
   (Take publicity pictures)

9. Young Farmer Meetings
10. Vocational Agriculture Advisory Committee
11. Special FFA Events - Summer Chapter Tour, softball, etc.
12. Special Young Farmer Events - Summer tour, sports, etc.
13. PYFA Summer Conference
14. Professional Improvement
    a. Three week summer session
    b. Inservice courses
    c. Attend related professional meetings - PFA, Nurserymen, etc.
    d. Cooperate with Ag agencies and organizations
15. Ag Progress Days
16. Visit and involve Ag Business persons
17. Public Relations
    a. Pictures
    b. Newspaper
    c. Radio
    d. Television
18. Revise Lesson Plans and/or Course of Study
19. Develop New Lesson Plans and Instructional Materials
20. Repair Equipment
21. Order Supplies
22. Complete Records and Reports
23. Scheduled Office Time
24. Progress Report of Summer Activities to Superintendent
25. VACATION

Date Due: _____

SUMMER PLAN OF WORK

Teacher _____ School _____

Summer Address _____ Phone _____

_____

Approved by: _____ _____

Principal Superintendent

The following activities will be carried out during the summer months of 19____ to strengthen the total program of vocational agriculture:

Activity	Plan of Procedure	Estimated No. of Days Needed
A. 1. Supervision of Occupational Experience Programs a. Day Pupils b. Young Farmers c. Adult Farmers 2. Visiting Prospective Pupils 3.		
B. 1. Departmental Work a. Classroom and Shop Improvement b. Inventory c. Instructional Materials (1) ordering (2) collecting (3) preparation d. Course of Study (Revision) e. Records and Reports f.		
FFA Leadership Activities 1. Participation in a. Meetings b. Conventions c. Tours d. Camps e. Exhibits f.		

Activity	Plan of Procedure	Estimated No. of Days Needed
D. Professional Improvement 1. Attendance a. Summer School b. Conferences c. Workshops d. Field Days e.		
E. Public Relations and Community Service 1. Publicity 2. Cooperation with a. Agricultural Agencies and organizations b. Professional Groups c.		
F. Advisory Committee Activities		
G. Other Activities		
Note: Number of days shown at right should serve as a basis for extending the Vo Ag Teachers' contract beyond the standard District Contract.	TOTAL	

Approximate number of people who will be given systematic supervision

a. All day students _____
b. Young Farmers _____
c. Adult Farmers _____
d. Prospective pupils _____
f. Former pupils (not in b or c) _____
g. Others(describe) _____

VACATION & SUMMER SCHOOL ATTENDANCE

The information requested below should be completed by all Vo Ag Instructors.

	Beginning/Ending	Location/Phone	Credits
Vacaton Dates			
Summer School			

Preparation: The Vo Ag teacher should prepare and submit three copies. A signed copy should be returned to the Vo Ag Teacher.

APPENDIX 20

WEEKLY SUMMER WORK REPORT

THE VOCATIONAL AGRICULTURE SUMMER PROGRAM

The vocational agriculture program has traditionally been conducted on a fiscal year basis with twelve months employment starting July 1 each year. During this time of budget squeeze and energy crisis much pressure has been placed on this traditional fiscal year employment. The proper use of this important summer program time may be the best means of providing accountability for the vocational funds expended in agri-business programs and the justification for continuing contracts beyond the academic year.

The following forms should be useful in planning and conducting the summer program in vocational agriculture education.

VOCATIONAL AGRICULTURE DEPARTMENT

Summer Activities List

A. Student Visitation

1. Incoming ninth grade
2. Supervised occupational experience; i.e., projects work experience school directed laboratory, etc.
3. Consult with parents
4. Review student records; contests, awards, project
5. Promote FFA activities
6. Note items for inclusion in lessons
7. Students who have graduated -- awards, occupations, young farmers, etc.

Young Adult Farmer Visitation

1. Every member visit
2. Coordinate young farmer and FFA activities
3. Potential new members
4. Look and listen for educational needs

B. Activities and Events

1. FFA Activities Week - PSU
2. PVATA Conference
3. PVA Conference
4. Local Fair
   a. FFA exhibit
   b. FFA members showing
   c. Days specifically involved
   d. Fair Board Meetings
5. Youth Dairy Show
6. Other shows -- beef, swine, garden, horticulture

7. FFA Meetings — (one per month)
8. FFA Project Tour -- include superintendent and principal
   (Take publicity pictures)
9. Young Farmer Meetings
10. Vocational Agriculture Advisory Committee
11. Special FFA Events - Summer Chapter Tour, softball, etc.
12. Special Young Farmer Events - Summer tour, sports, ect.
13. PYFA Summer Conference
14. Professional Improvement
    a. Three week summer session
    b. Inservice courses
    c. Attend related professional meetings - PFA, Nurserymen, etc.
    d. Cooperate with Ag agencies and organizations
15. Ag Progress Days
16. Visit and involved Ag Business persons
17. Public Relations
    a. Pictures
    b. Newspaper
    c. Radio
    d. Television
18. Revise Lesson Plans and/or Course of Study
19. Develop New Lesson Plans and Instructional Materials
20. Repair Equipment
21. Order Supplies
22. Complete Records and Reports
23. Scheduled Office Time
24. Progress Report of Summer Activities to Superintendent
25. VACATION

Activity	Plan of Procedure	Estimated No. of Days Needed
D. Professional Improvement 1. Attendance a. Summer School b. Conferences c. Workshops d. Field Days e.		
E. Public Relations and Community Service 1. Publicity 2. Cooperation with a. Agricultural Agencies and organizations b. Professional Groups c.		
F. Advisory Committee Activities		
G. Other Activities		
Note: Number of days shown at right should serve as a basis for extending the Vo Ag Teachers' contract beyond the standard District Contract.		TOTAL

Approximate number of people who will be given systematic supervision

a. All day students _____
b. Young Farmers _____
c. Adult Farmers _____
d. Prospective pupils _____
e. Former pupils (not in b or c) _____
f. Others (describe) _____

VACATION & SUMMER SCHOOL ATTENDANCE

The information requested below should be completed by all Vo Ag instructors.

	Beginning/Ending	Location/Phone	Credits
Vacation Dates			//////////
Summer School			

Preparation: The Vo Ag teacher should prepare and submit three copies. A signed copy should be returned to the Vo Ag teacher.

#75-103

Date Due: _____

SUMMER PLAN OF WORK

Teacher _____ School _____

Summer Address _____ Phone _____

_____

Approved by: _____ _____
Principal Superintendent

The following activities will be carried out during the summer months of 19 _____ to strengthen the total program of vocational agriculture:

Activity	Plan of Procedure	Estimated No. of Days Needed
A. 1. Supervision of Occupational Experience Programs a. Day Pupils b. Young Farmers c. Adult Farmers 2. Visiting Prospective Pupils 3.		
B. 1. Departmental Work a. Classroom and Shop Improvement b. Inventory c. Instructional Materials (1) ordering (2) collecting (3) preparation d. Course of Study (Revision) e. Records and Reports f.		
FFA Leadership Activities 1. Participation in a. Meetings b. Conventions c. Fairs d. Tours e. Camps f. Exhibits g.		

TENTATIVE SCHEDULE FOR _____, 1982 for _____, Vo Ag Teacher
month name

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY

VOCATIONAL AGRICULTURE DEPARTMENT PLANNING SHEET

Name _____ Month _____ Year _____

Day	Date	Morning	Afternoon	Evening
	1			
	2			
	3			
	4			
	5			
	6			
	7			
	8			
	9			
	10			
	11			
	12			
	13			
	14			
	15			

APPENDIX 21

STUDENT PROJECT VISITATION RECORD

Grade 11 Year 1981-82

CONRAD WEISER VOCATIONAL AGRICULTURE DEPARTMENT

STUDENT PROJECT VISITATION RECORD

Name	SOEP	Dates Visited					Comments
Brian Schaeffer	Breeding & market swine	6-8	8-3	8-4	9-18	3-10	
Randy Hoover	Market Swine	7-16	8-4	11-12			
Eric Fisher	Corn, Hay, Wheat Breeding & market swine	7-13	8-10	10-30			
Charles Nolt	SOE-Big Spring Horse Farm	7-6	8-21	4-26			
Rich Wilson	Beef finishing	7-18	8-9	5-17			
Garth Wartzenluft	SOE-Dairy farm	8-5	8-30	10-12			
Craig Kershner	Rabbit - breeding & market production	7-2	7-25	8-12			
Tim Gelsinger	SOE-Horse farm Vegetable Garden	8-3 6-25	9-27 7-22	3-5			
Andy Hess	Beef finishing	7-7	7-10	8-16			
Scott Troutman	Dairy Herd, Corn	6-19	8-7	8-24	10-21		
Pauline Noss	Market swine	7-2	8-3	8-4			
Lori Keibach	School greenhouse	6-15	7-8	7-29	8-25		
Mike Miller	Corn, Wheat, Soybeans, Lawn Mowing	4-22	7-12	10-28			

APPENDIX

1. Adult Farmer Program of Activities
2. Adult Farmer Newsletter
3. Adult Farmer Questionaire
4. FFA Chapter Program of Activities
5. FFA Chapter Meeting Agenda
6. FFA Chapter Executive Committee Meeting Agenda
7. FFA Chapter Newsletter
8. Application for FFA Chapter Office
9. FFA Committee Report
10. Greenhand and Chapter Farmer Induction Program
11. County FFA Program of Work and Teacher Responsibilities
12. PDE Vocational Agriculture Deadlines
13. Organizing a Cooperative Work Experience Training Program
14. Individual On-Site Supervision and Instruction Report Form
15. "Sorry I Missed You" Visitation Form
16. Agricultural Production Project Record Scoresheet
17. Work Experience Project Record Scoresheet
18. Skills and Tasks Project Record Scoresheet
19. Vocational Agriculture Teacher's Summer Schedule
20. Weekly Summer Work Report
21. Student Project Visitation Record
22. Supervised Occupational Experience Report
23. DEBE - 809 - "Pony Blanket"

APPENDIX

24. Examples of Monthly Expense and Report Forms

25. Vocational Agriculture Student Information Card File

26. Vocational Agriculture Department Stationery

27. Vocational Agriculture Department Meeting Agenda

28. Vocational Agriculture Department Audio-Visual Materials Inventory

29. Vocational Agriculture Department Educational Film List

30. Magazine/Periodical List for a Vocational Agriculture Department

31. Request to Attend the National FFA Convention

32. In-Service Course Schedule

33. Instructional II Certification Requirement

34. Masters Degree Requirements

35. Crop Budget Sheet, Pennsylvania Farm Management Handbook

36. Description of a Quality Vocational Agriculture Program in Pennsylvania

37. The Applied Biological and Agribusiness Interest Inventory

APPENDIX 22

SUPERVISED OCCUPATIONAL EXPERIENCE REPORT

SUPERVISED OCCUPATIONAL EXPERIENCE REPORT

PROJECTS	NO. OF PROJECTS	TOTAL SCOPE	TOTAL RECEIPTS	TOTAL EXPENSES	TOTAL PUPILS LABOR INCOME
Dairy Cows	2	3 head	$10029.89	$ 5541.38	$ 4488.51
Dairy Herd	7	44 head	85251.71	66089.00	19162.71
Dairy Heifers	3	8 head	11098.73	9076.95	2021.78
Dairy Calves	4	7 head	7567.78	7499.49	68.29
Beef Breeding	1	2 head	2016.00	1603.55	364.34
Beef Finishing	10	41 head	19474.04	16161.12	3312.92
Swine Breeding	4	8 head	3760.22	2598.63	1161.59
Swine Finishing	8	194 head	21078.40	14158.63	6920.27
Poultry - Meat	6	1630 birds	7969.88	6666.71	1303.17
Poultry - Layers	1	400 birds	4528.18	3555.93	1172.25
Rabbits	3	12 head	99.36	231.60	-132.24
Field Corn	15	107 acres	38416.85	17231.20	21185.65
Small Grains	2	13 acres	2422.10	1832.48	589.62
Garden	9	1/2 acre	740.24	493.28	246.96
Small Fruits	1	250 $ft.^2$	147.55	66.69	80.86
Sweet Corn	2	3 acres	327.38	198.71	128.67
Potatoes	1	1 acre	1250.00	483.12	766.88
Forage/Hay	1	3 acres	988.62	744.64	243.98
Work Experience	8	7360 hours	22395.77	944.22	21451.55
Skills and Tasks	2	1668 hours	0	0	0
Dairy Beef	2	2 head	1046.76	903.46	143.30
Totals	92	2,351 animals 128 acres of crops 8,998 hours of work	$239,562.70	$154,976.83	$84,585.87

SUPERVISED OCCUPATIONAL EXPERIENCE REPORT

(continued)

TOTAL YIELD OF PRODUCTS PRODUCED BY THE 1981 SUPERVISED FARMING PROGRAM

1. 383,886 pounds of milk
2. 13,507 pounds of butterfat
3. 25,633 pounds live weight of beef cattle
4. 88 swine breeding offspring
5. 36,831 pounds live weight of swine
6. 12,832 pounds live weight of poultry
7. 6,782 dozen eggs
8. 20 offspring of rabbits
9. 12,373 bushels of corn
10. 862 bushels of small grains
11. 121 bushels of vegetables
12. 65 quarts of small fruits
13. 606 dozen ears of sweet corn
14. 250 cwt. of potatoes
15. 11 tons of hay
16. 7,360 hours of work experience
17. 1,668 hours of skills and tasks accomplished

APPENDIX 23

DEBE - 809 -- "PONY BLANKET"

Commonwealth of Pennsylvania - Department of Education

AGRICULTURAL STUDENT OCCUPATION EXPERIENCE PROJECT RECORD

SCHOOL YEAR 19 - 19

DEBE-809 (9/76) Due Bureau of Vocational Education by March first.

County:	School District:	Submitted by:

Enterprises	Number of Projects Started	Number of Projects Completed	Type of Production Unit Summary	Number of Units Scope	Yield Information Products	Yield Information Amounts
Dairy			Cows		Lbs. Milk	
			Herd		Lbs. Milk	
			Heifers		Head	
			Calves		Head	
Livestock Beef			Breeding		Head	
					Offspring	
			Finishing		Lbs. Live	
					" Dressed	
Swine			Breeding		Head	
					Offspring	
			Finishing		Lbs. Live	
					" Dressed	
Sheep			Breeding		Lbs. Wool	
					Offspring	
			Finishing		Lbs. Live	
					" Dressed	
Poultry			Meat (Birds)		Lbs.	
					Lbs.	
			Laying Flock		Pullets	
					Dozen Eggs	
Dairy Records			Cows		Lbs. Milk	
Farm Accounts			Acreage			
			Total Livestock			
Corn			Grain		Bu. Shelled	
			Silage		Tons	
			High Moisture		Tons	
Small Grains			Wheat Acreage		Bushels	
			Oats Acreage		Bushels	
			Barley Acreage		Bushels	
			Other		Bushels	
					Tons Straw	
Forestry			Acreage		Trees Planted	
			Acreage		Lumber Board Feet	
			Acreage		Cords of Wood	
Garden			Acreage		Quarts	
			Acreage		Quarts	

Enterprises	Number of Projects		Type of Production Unit	Number of Units	Yield Information	
	Started	Completed	Summary	Scope	Products	Amounts
Fruits and Small Fruits			Name: Acreage		Bushels	
			Name: Acreage		Bushels	
			Name: Acreage		Bushels	
Truck Crops			Name: Acreage		Quarts or Bushels	
			Name: Acreage		Bushels	
Potatoes			Acreage		Bushels	
Home Improvement						
Horticulture			Greenhouse Prod.		No. of Plants	
			Floriculture		No. of Arrangements	
			Turf		Acreage	
			Nursery and Landscape		Acreage	
Forage			Hay Acreage		Tons	
			Silage Acreage		Tons	
Work Experience					Hours	
Farm					Hours	
Off Farm			Students		Hours	
Direct Laboratory Experience					Hours	
Miscellaneous						
TOTALS						

STUDENT INFORMATION

1. Number of students enrolled in the districts vocational agriculture program. _____
2. Number of students completing production enterprise projects. _____
3. Number of students completing occupational experience projects. _____
4. Number of students completing directed laboratory experience. _____
5. Number of students failing to complete an approved project program. _____

APPENDIX 24

EXAMPLES OF MONTHLY EXPENSE AND REPORT FORMS

CONRAD WEISER SCHOOL DISTRICT

Teacher: _____ Month _____, ___, 198 __

Name:	Gr.	Dates	Activities	Hr.	Mi.	Exp.	Total

MONTHLY EXPENSE ACCOUNT FOR TEACHER OF VOCATIONAL AGRICULTURE

Name_____School_____Month_____19__

Days on duty_____Number of projects visited____Other visits & Meetings_____

No. of field trips___No. miles travelled on school work not reimbursable_____

Date	Purpose of trip and places visited	Miles	Cost	Meals	Room	Total
	TOTAL					

I have examined and approved this monthly expense voucher.

Signed_____Prin.

Amount_____Date Paid_____
Voucher Number_____

I certify that the above expenses were incurred by me in the performance of my work as teacher of vocational agriculture.
Signed_____Teacher
Signed_____Secretary

APPENDIX 25

VOCATIONAL AGRICULTURE STUDENT INFORMATION CARD FILE

Conrad Weiser Vocational Agriculture Department
Student Information Card

Name _____ Phone _____
(Last) (M.I.) (First)

Address _____
(R.D. & Box # or Street Address)

_____
(city and zip code)

Birth Date _____

Kind of Project _____, _____, _____, _____
No. _____ No. _____ No. _____ No. _____

Work Experience: Place _____ Hrs. each week _____

Father, Mother or Guardian _____

Social Security No. _____ ____ _____

Give Directions to Project on Back of Card

APPENDIX 26

VOCATIONAL AGRICULTURE DEPARTMENT STATIONARY

Conrad Weiser Agriculture/Agribusiness
Robesonia, PA 19551
215/693-3121 Ext. 237

APPENDIX 27

VOCATIONAL AGRICULTURE DEPARTMENT MEETING AGENDA

CONRAD WEISER VOCATIONAL AGRICULTURE

MEETING AGENDA

Members present:

Date:

Time:

1. Transportation requests needed:

2. Building use requisitions needed:

3. Shop items (repair/replacement, classroom-shop coordination, upcoming projects, new ideas):

4. Upcoming FFA activities/meetings:

5. Skills & Tasks record book assignments:

6. Adult Farmer activities:

7. School district deadlines - grades, budget, announcements requisitions:

8. Other meeting dates:

APPENDIX 28

VOCATIONAL AGRICULTURE DEPARTMENT
AUDIO-VISUAL MATERIALS INVENTORY

SUBJECT BEEF

Type of Material (Check)

No.	Title	Source	FILMSTRIP	SLIDES	FILMLOOP	VIDEOTAPE	SCRIPT	CASSETTE	OTHERS	School	Notes
1.	Breeds of Beef Course	VEP		X			X	X		C.W.	
2.	Fitting and Showing FFA Beef	VEP	X				X	X			
3.	Beef Carcass Judging & Grading	VEP	X	X			X	X			
135.	Beef Cattle (Castration)	VEP	X				X	X			
138.	Pre-Natal Development of the Calf	NASCO		X			X				

APPENDIX 29

VOCATIONAL AGRICULTURE DEPARTMENT
EDUCATIONAL FILM LIST

DATE	TITLE	SOURCE	TEACHER
When Avail.	Evidence of Progress	Modern	Mack
" "	The Good Earth 10551	Modern	Mack
" "	Until I get caught	Modern	Mack
" "	The Use & Care of Twist Drills	Modern	Mack
7/1/81	Major Corn Insects	Gibbs & Soell	McNutt
"	Scout It Out	Bibbs	McNutt
9/5/81	What Could Ag Consultants Do For You	John Deere Film Lib.	McNutt
9/10/81	Growing Pains	Conservation Foundation	McNutt
"	Productivity has a Name	Ideal	McNutt
9/12/81	Hay Today	Venard	McNutt
"	Stop Rat's Forever	Venard	McNutt
9/14/81	Challenge, Change & Choice	Sperry	Miller
"	Face the Challenge	Venard	Miller
9/15/81	Oddities in Farming I	Modern	Miller
"	Oddities in Farming II	Modern	Miller
"	Major Corn Insects-Emergence To Harvest	Gibbs & Soell	Miller
"	Pro's Choice in Productivity	Ideal	McNutt
"	Scout It Out	Gibbs & Soell	Miller
9/16/81	Agrifuture	White Farm Equip Co.	Miller
"	The Earning Power of the Harvestor systen	Venard	McNutt
"	Easy on Production	Grange Farm Film	Mack
"	Learning and the Land	Vanard	Miller
"	The New Hired Hand	Ideal	McNutt
"	Pattern of the Wild	John Hall Film	Mack
"	Precision Liquid Fertilization	Farm Film Foundation	Miller
9/18/81	Pruning Practices at the Brooklyn Botanic Gardens	Center for Mass Communication of Columbia UP	Miller (FEE)
9/19/81	Hybrid Vigor-Key to abunddance	Modern	McNutt
9/20/81	Oddities in Farming II	John Deere	McNutt
"	Oddities in Farming III	John Deere	McNutt
9/22/81	The New Pioneers	Farm Film	Miller
9/23/81	The Garden of San Simeon	Chevron	Miller
9/24/81	Great Gardens of the World	Chevron	Miller
9/25/81	Cut Building Costs with Stacked Concete Blocks	Modern	Miller
9/25/81	Great Gardens of the World	Chevron	Miller
"	Oddities in Farming IV	John Deere	McNutt
"	Oddities in Farming V	John Deere	McNutt
"	Target You! Combine Safety	John Deere	McNutt
"	Target You! Tractor Safety	John Deere	McNutt
9/27/81	Queen of Autumn-The Crysanthemum in Japan	International Film Bureau	Miller (FEE)

DATE	TITLE	SOURCE	TEACHER
9/28/81	The flower and the hive	International	Miller
9/28/81	The unseen harvesters	Dupont	Miller
9/29/81	An american farmer	Prod. credit	Miller
"	Wildlife & the human touch T-270-A	John Hall	Mack
9/30/81	FFA starts over america	Venard	Miller
"	Wildlife habitat & the hunter 10491	Modern	Mack
Anytime Oct.	Hometown America	Venard	Miller
10/2/81	For whom the siren sounds	Orange farms	Mack
10/5/81	Double harness	Ideal	McNutt
10/5/81	Gunning the flyways 2031	Modern	Mack
10/5/81	Oddities in farming VI #11804	John Deere	McNutt
10/5/81	Oddities in farming VII #13013	John Deere	McNutt
"	Today's steel cobblers	Modern	Miller
10/7/81	The Good Earth	Modern	Mack
"	Seeds of survival	Modern	Mack
"	7000 new	Venard	McNutt
"	Ways of nature #31490	Modern	Mack
"	Wildlife on the mainstream #10118	Modern	Mack
10/10/81	Challenge, change, and choice	Venard	Mack
10/14/81	Fight insect damage with insects	Modern	Miller
"	Food or famine	Shell	Mack
"	Food prices too high? Compare to what?	White	Mack
"	Growing to good seed	Modern	Miller
"	Horizontal wells - new water source	Modern	Miller
"	Nuclear energy power 4884	Modern	Mack
10/15/81	Drip #105	Audio Vis Lib.	McNutt
"	FFA agriculture's new generation	Venard	McNutt
"	The game plan	Venard	Miller
"	Tree improvement and genetics	International	Miller (FEE)
10/17/81	Any country is Brangus country	Modern	McNutt
10/20/81	For the rest of your life	Media Lib.	Miller
10/20/81	Two bolts of lightening	Amer Quarter	Mack
10/21/81	Lights, camera, lettuce	Modern	Miller
"	Progress report on high lysine corn	Modern	Miller
"	A vital force	Venard	McNutt
10/25/81	Hair analysis-fine tuning #31776	John Deere	McNutt
"	Hole in the pocket	Ideal	McNutt
10/26/81	Skeet shooting with D. Lee Braun	Modern	McNutt
"	Trap shooting with the Remington Pros	Modern	McNutt
10/28/81	A question of hunting 30751	Modern	Mack
"	Road to energy 31142	Modern	Mack

DATE	TITLE	SOURCE	TEACHER
11/1/81	Miracle of water 31633	Modern	Mack
"	Trouble with trash 3838	Modern	Mack
"	Energy for the 80's 31805	Modern	Mack
11/2/81	Energy in perspective 10344	Modern	Mack
11/4/81	Acting in turn	Shell	Mack
11/4/81	Bad day at pleasant valley	John Hall	Mack
"	Carnations - a mile high	Modern	Miller
11/4/81	The farm	Modern	McNutt
11/5/81	Watch 'em eat	Bell - Mereck	McNutt
11/7/81	The first keeps a'comin'	Venard	McNutt
11/8/81	Stop rats forever	Venard	Miller
11/9/81	An interest in safety 10116	Modern	Mack
11/10/81	Trees - the endless harvest	Modern	Mack
11/11/81	Dapples & bays, Pinks & greys	Amer. Quarter Ho.	Mack
"	Paint	Shell	Mack
"	A tree is born T-32	John Hall	Mack
11/14/81	The man the record	Venard	McNutt
11/14/81	Trees - the harvest 11935	Modern	Mack
"	Wildlife habitat 10491	Modern	Mack
11/15/81	Drama of farming metal	Shell	Miller
"	No limit catfish farming	Modern	Miller
"	Swinging doors for swine	Modern	Miller
11/17/81	Firearms responsibility	National Rifle Asso.	Mack
"	The future in another country	International Minerals Chemial Corp.	Miller
"	Tales of the white tail	Redfield	Mack
11/18/81	Grow you own beef	Venard	Miller
"	Satellites and infrared photo for agri.	Modern	Miller
"	To work with the forest 13812	Modern	Mack
11/20/81	Good doin' calf	Farm film	Miller
"	Put stress where it belongs	Bell - Mereck	McNutt
"	Recycling animal waste	Modern	Miller
"	Use it all-beef	Venard	Miller
11/23/81	Dally team roping	Ameri. Quarter Horse Assoc. film ies.	Mack
11/23/81	It can happen to you	Nat'l Rifle Assoc.	Mack
11/25/81	Alfalfa haylage for beef	Venard	McNutt
"	Convention time - FFA	Venard	McNutt
"	Double trouble	Bell-Mereck	McNutt
"	The forest	John Hall	Mack
"	Hogs are beautiful	Venard	Miller
"	More than trees	John Hall	McNutt
"	Profitable pork selection $4182	Modern talking	McNutt

DATE	TITLE	SOURCE	TEACHER
11/25/81	Two story mobile for hogs	Modern	Miller
11/25/81	Understanding bloody scours	Upjohn Co.	Miller
11/28/81	Easy does it	Bell-Mereck	McNutt
12/1/81	Monarch of the mountains	Redfield Co.	Mack
12/2/81	Wilderness survival	Nat'l Rifle Assoc.	Mack
12/5/81	The hidden hazard	Farm film	Miller
12/8/81	Multiple forest use	John Hall	Mack
12/9/81	Energy vs ecoloby 30031	Modern	Mack
12/10/81	Camellias for you	Chevron	Miller
12/10/81	Invisible acres	Farm film foundation	Miller
12/15/81	Logging in Wisconsin	John Hall	Mack
12/15/81	Yukon - free and wild	Redfield	Mack
12/20/81	Livestock rustlings-It's big bus.	John Deere	McNutt
1/2/82	Comprehensive breeding system(slides)	Venard	McNutt
1/5/82	FFA stars over america 1977	Venard	McNutt
1/6/82	Choices	Modern	Mack
1/6/82	Energy from the day star 31806	Modern	Mack
1/6/82	Water the plain wonder	Modern	Mack
1/8/82	The perfect circle	Venard	Mack
1/11/82	Foam against frost	Modern	Miller
1/13/82	Growing energy	Fertilizer inst.	Mack
1/15/82	Nature's window 10232	Modern	Mack
1/16/82	The constant power engine	Venard	McNutt
1/20/82	Clean water-what's in it for you 11594	Modern	Mack
1/20/82	Profit planning - key to agriculture expansion 4063	John Deere	McNutt
1/20/82	Putting your time where the money is	John Deere	McNutt
1/20/82	Recycling animal waste	John Deere	McNutt
1/20/82	TLC - Tender loving care	Ideal	McNutt
1/25/82	Automated sow saves more pigs	Modern	Miller
1/25/82	Good stuff	Elanco	Miller
1/25/82	Know by the sires we keep	Tri state breeders	Miller
1/25/82	Profitable pork selection	Modern	Miller
1/25/82	Some old farm problems can be solved by electronics	Modern	Miller
1/25/82	To your credit 13287	Modern	McNutt
1/25/82	Today's guidelines for pork	Venard	Miller
1/25/82	A veterinarian looks at functional type in dairy cattle	Holstein assoc.	Miller
1/27/82	Air if for breathing	Shell	Mack
1/28/82	What farm exports mean to you	Modern	Miller
1/31/82	What's so special 3652	Modern	Mack
Feb(anytime)	World beneath the sea 4904	Modern	Mack
2/1/82	Estate planning-the state has a plan for you	Modern	Miller

DATE	TITLE	SOURCE	TEACHER
2/1/82	Legacy for living 31696	Modern	Mack
"	San Diego Experience 4397	Modern	Mack
2/5/82	The missing forest 31606	Modern	Mack
2/6/82	Facts you need to borrow money	Modern	Miller
2/7/82	To work with the forest	Modern 13812	Mack
2/9/82	Forward contracting-new approach to marketing crops	Modern	Miller
2/9/82	The new hired hand	Allis chalmers	Miller
2/9/82	Snowmobile safety survey	Modern	Mack
2/10/82	Food or famine	Shell	Miller
2/10/82	Food prices too high-compared to what?	White farm equip co.	Miller
2/10/82	The forest	John Hall	Mack
2/10/82	A grain of salt	Modern	Miller
2/10/82	The magic of allis chan chalmers transmission	Ideal	McNutt
2/10/82	More than trees	John Hall	Mack
2/10/82	What's so special about paper 3652	Modern	Mack
2/11/82	Food for america	Venard	McNutt
2/13/82	Today's guidelines for pork	Venard	McNutt
2/15/82	The fruit of imagination Bartlett pears	Modern	Miller
2/15/82	Making your cows worth more	Babson Brothers Co.	Miller
2/15/82	New approaches to animal breeding	Modern	Miller
2/15/82	Select sires		Miller
2/15/82	A special kind of matter	Modern	Miller
2/16/82	Antibotic feed additive interviews	American cyanaid co.	Miller
2/16/82	Beef by the acre	Smith Kline animal hea.	Miller
2/16/82	Cattle fax-new marketing	Modern	Miller
2/16/82	Cross beef cows with limousin bulls	Modern	Miller
2/16/82	Electronic livestock evaluation	Modern	Miller
2/17/82	Forests are for people	Modern	Mack
2/17/82	The missing forest 31606	Modern	Mack
2/17/82	Trees the endless harvest	Modern 11935	Mack
2/18/82	A day in agrichemicals research	Dupont co.	Miller
2/22/82	Coccidiosis preventing the threat	Rocke chemical co.	Miller
2/23/82	House plants-indoors/outdoors	Chevron	Miller
2/24/82	Multiple forest use	John Hall	Mack
2/25/82	Roar of power	Ideal	McNutt
2/25/82	Selective dairy cattle feeding 10620	John Deere	McNutt
2/25/82	Wildflowers of the west	Modern	Miller
2/26/82	At the touch of a button	Venard	McNutt

DATE	TITLE	SOURCE	TEACHER
2/26/82	High moisture barley	Venard	McNutt
2/27/82	Tomorrow's beef today	Venard	Miller
3/1/82	Perils of barley	Venard	Miller
3/10/82	How to get the most milk	Bell-Mereck animal	McNutt
3/10/82	Turkey-four season favorite	Venard	Miller
3/15/82	A little better training	Dow chemical	Miller
3/15/82	Pesticides: fundamentals of proper application	Venard	Miller
3/15/82	Variable-volume; variable pressure; Horsepower saving hydraulics	Ideal	McNutt
3/17/82	Crime on the farm	Modern	Miller
3/18/82	Check point for better spraying	Modern	Miller
3/18/82	What's cooking on the farm	Modern	Miller
3/19/82	Positive fertilizer placement	Farm film foundation	Miller
3/21/82	Weather modification	Modern	Miller
3/22/82	Durum standard of quality	Modern	Miller
3/22/82	Hybrid wheat-from research to reality	Venard	Miller
3/22/82	Virus control of insects	Modern	Miller
3/22/82	Zero tillage: why it's catching on	Modern	Miller
3/25/82	Alfalfa new age 13809	Modern	McNutt
3/25/82	Old time farm equipment	Modern	Miller
3/26/82	Energy vs ecology 30031	Modern	Mack
3/27/82	Planting trees with verneer tree spade	Verneer manufacturing	Mack
3/28/82	Cotton-nature's food & fiber plant	Nat'l cotton council	Miller
3/28/82	Golden harvest	Modern	
3/30/82	The american sheepman - a way of life	Modern	Miller
3/30/82	Where does the harvest begin	Allis chalmers	Miller
3/31/82	Folian-an opportunity for profit-ability	Grange farm film	Mack
4/1/82	Workmanship myth 31446	Modern	Mack
4/2/82	Roar of power	Allis chalmers	Mack
4/4/82	War on weeds 11807	John Deere	McNutt
4/4/82	Why bale hay	Venard	McNutt
4/7/82	Frontiers of friction	Shell	Mack
4/7/82	Survival of the Pacific salmon	Modern 10115	Mack
4/7/82	The new williamette 10110	Modern	Mack
4/8/82	Potassium for agriculture	Vernard	McNutt
4/10/82	Coming out ahead with new AC Adj. corn heads	Ideal	McNutt
4/11/82	Pesticides in focus	Shell	Mack
4/13/82	The harvestor system	Venard	McNutt
4/14/82	Fly on farming	Cessna aircraft	Mack
4/14/82	World of roses	Chevron	Miller
4/15/82	Azalea trail	Chevron	Miller
4/15/82	Built to eat acres not fuel	Ideal	McNutt
4/15/82	Green light for grain 13810	Modern	Mack
4/15/82	Herbicide incorporation a new dimension	Venard	McNutt

DATE	TITLE	SOURCE	TEACHER
4/15/82	More power on the ground	Ideal	McNutt
4/15/82	Integrate pest management: alfalfa seed crops	Washington State Univ.	Miller
4/17/82	A day in agrichemicals research	Venard	McNutt
4/17/82	Growing the good seed	Venard	McNutt
4/17/82	Mighty goliath	Venard	McNutt
4/19/82	More from less	Allis chalmers	Miller
4/19/82	Solid opportunity	Base	Miller
4/19/82	Soybeans experts prescription for top yields	Modern	Miller
4/21/82	Pesticides: fundamentals of proper application	Venard	McNutt
4/22/82	Growing energy	Fertilizer institute	Miller
4/23/82	Concentration on customer satisfaction	Venard	McNutt
4/25/82	Sunflowers: a major crop	John Deere 13010	McNutt
4/28/82	A change for the better	Venard(slide pres.)	McNutt
4/28/82	Oil well	Shell	Mack
5/1/82	Aqua-farming waters 31222	Modern	Mack
5/1/82	Crime on the farm 4065	Modern	Mack
5/5/82	A whole lot proud 10109	Modern	Mack
5/6/82	People, products, & prices	Modern	Mack
5/6/82	The vital force	Modern	Mack
5/10/82	Farm recreation 30380	Modern	Mack
5/10/82	Planning key 4063	Modern	Mack
5/12/82	Build a better life 10198	Modern	Mack
5/12/82	Carburetion-getting it together	Modern	Mack
5/13/82	How to get money 11802	Modern	Mack
5/15/82	Farm 3181	Modern	Mack
5/15/82	Recycling-way of life 12940	Modern	Mack
5/17/82	Co-op road to the future	Grain terminal assoc.	Miller
5/17/82	For man and nature 10104	Modern	Mack
5/18/82	Profile of a director	Elliot	Miller
5/18/82	Ahead of the crowd 30843	Modern	Mack
5/19/82	Crime on the farm	Modern	Mack
5/19/82	Energy vs ecology 30031	Modern	Mack
5/19/82	Land use-will your voice be heard	Modern	Mack
5/20/82	Patterns for milking 13008	Modern	Mack
5/22/82	Breakthrough in combining & the kernel	Venard	McNutt
5/26/82	Farm recreation-growing cash crop	Modern	Mack
5/26/82	Recycle animal waste 30771	Modern	Mack
5/27/82	Tetons and yellowstone	Winnebago Ind.	McNutt
5/28/82	Alternate energy 10574	Modern	Mack
5/30/82	Energy vs ecology 30031	Modern	Mack
6/1/82	Durum-standard 4191	Modern	Mack
6/1/82	Sweetwater cannibal 33-10	Solana	Mack
6/7/82	National boating test 20-5	Solana studios	Mack

APPENDIX 30

MAGAZINE/PERIODICAL LIST FOR A VOCATIONAL AGRICULTURE DEPARTMENT

Magazine/Periodical List For A Vocational Agriculture Department

Magazine/Periodical	Publisher & Address	Subscription Fee	Expiration Date
Advanced Animal Breeder	P.O. Box 1033 Columbus, MO 65205	free monthly	
Agricultural Education	Glen A. Anderson, Bus Mgr. 1803 Rural Point Rd. Mechanicsville, VA 23111	$7.00 monthly	
Agricultural Research	The Editor, Infor. Staff Room 3145-S, USDA Washington, D.C. 202050	free monthly	
Ayshire Digest	2 Union Street Brandon, VT 05733	$7.00 monthly	
Broiler Industry	Watt Publishing Co. Mount Morris, IL 61054	$15.00 monthly	
Crops and Soils	677 South Segal Road Madison, WI 53711	$7.00 monthly	
Dairy Herd Management	Miller Publishing Co. P.O. Box 67 Minneapolis, MN 53440	$15.00 monthly	
Doanes Farm Management Newsletter	Doane Agricultural Service 8900 Manchester Road St. Louis, MO 63144	$42.00 weekly	
Farm Economics	2 Weaver Bldg. Penn State University University Park, PA 16802	free	
Farm Journal			
Farm Safety Review	National Safety Council 444 N. Michigan Avenue Chicago, IL 60611	free 4 per year	
Farmshine Newspaper	P.O. Box 309 Manheim, PA 17545	$5.00 weekly	

Magazine/Periodical List For A Vocational Agriculture Department

Magazine/Periodical	Publisher & Address	Subscription Fee	Expiration Date
Feedlot Management	Miller Publishing Co. P.O. Box 67 Minneapolis, MN 55440	$15.00 monthly	
FFA Alumni Newsletter	FFA Alumni Association P.O. Box 15058 Alexandria, VA 53538	annual dues 4 per year	
Flower & Garden	John T. Tillotson 4251 Pennsylvania Avenue Kansas City, MO 64111	monthly	
Gleanings in Bee Culture	A. I. Root Company P.O. Box 706 Medina, OH 44258	$9.84 monthly	
Grounds Maintenance	9221 Quivira Road P.O. Box 12901 Overland Park, KS	free monthly	
Hoards Dairyman	W. D. Hoard & Sons, Co. Fort Atkinson, WI 53538	$7.00 weekly	
Holstein World	P.O. Box 288 Sandy Creek, NY 13145	$12.00 monthly	
Hog Farm Management	Miller Publishing Co. P.O. Box 67 Minneapolis, MN 55440	$15.00 monthly	
Horticulture	Horticulture Associates 300 Massachusetts Ave. Boston, MA 02115	$18.00 monthly	
In Farm Forum	Meredith Publishing Serv. Locust at 17th Des Moines, IA 50336	free 4 issues	
Keystone Farmer Magazine	Harvey Smith Eastern Region Field Serv. 2814 Walbert Avenue Allentown, PA 18104	free	

Magazine/Periodical List For A Vocational Agriculture Department

Magazine/Periodical	Publisher & Address	Subscription Fee	Expiration Date
Lancaster Farmer	22 E. Main Street Box 366 Lititz, PA 17543	$7.50 weekly	
National Future Farmer	Miller Publishing Co. P.O. Box 67 Minneapolis, MN 55440	$2.00 bi-monthly	
National Hog Farmer	Stuart Legard 1999 Shepard Road St. Paul, MN 55116		
NVATA News & Views	NVATA P.O. Box 15051 Alexandria, VA 22309	annual dues bi-monthly	
Penna. Agricultural Education (PAE)	Dept of Ag & Ext Ed 106 Armsby Bldg Penn State University University Park, PA 16802	free monthly	
Pennsylvania Farmer	709 Lisburn Road Camp Hill, PA 17011	$7.00 weekly	
Penna. Holstein News	Box 288 Sandy Creek, NY 13145	$2.00 monthly	
Penna. Youn Farmer Magazine	Charles Lebo Penna. Dept of Education P.O. Box 911 Harrisburg, PA 17108	annual dues 4 issues	
Poultry Tribune	Watt Publishing Co. Mount Morris, IL 61054	$15.00 monthly	
PVATA News & Views	Quentin Hine, Ex. Sec. R.D. #6 Box 60 Somerset, PA 15501	annual dues	
Sperry New Holland News	Sperry New Holland Dept 224 New Holland, PA 17557	free 8 issues	

Magazine/Periodical List For A
Vocational Agriculture Department

Magazine/Periodical	Publisher & Address	Subscription Fee	Expiration Date
Successful Farming		monthly	
The Furrow	John Deere 1400 Third Avenue Moline, IL 61265	free bi-monthly	
Voice (Penna. Farmers Assoc.)	The VOICE of Organized Agriculture P.O. Box 736 Camp Hill, PA 17011	free weekly	

APPENDIX 31

REQUEST TO ATTEND THE NATIONAL FFA CONVENTION

Conrad Weiser Agriculture/Agribusiness
Robesonia, PA 19551
215/693-3121 Ext. 237

9-22-81

Mr. Harold Stern
Principal
Conrad Weiser High School
RD #1
Robesonia, PA 19551

Dear Mr. Stern:

As you know, the Conrad Weiser FFA Chapter has been very active in local, county, regional, state and national activities. The 54th annual National FFA Convention will be held on November 10-15 in Kansas City, Missouri. Attendance at this outstanding event can be something a student remembers for a lifetime. The entire program is extraordinarily well planned and highly educational. In fact, I have never attended an adult convention that was as meaningful.

The Conrad Weiser FFA Chapter will have the opportunity to receive two national awards on the stage of Convention Hall this year. In the National Chapter Award Program that rates FFA chapter activities throughout the 50 states, our chapter ranked 4th in Pennsylvania and will be honored with a national Silver Emblem and plaque. The BOAC (Building Our American Communities) Award Application filed by the chapter was ranked 2nd in the state and will receive a national Bronze Emblem and plaque in front of over 32,000 FFA members, advisors and guests from among the country and Puerto Rico (special invitation letter attached).

There are six FFA members that have earned their way to attend the 54th National FFA Convention via the chapter point system (revised edition attached) Therefore, the FFA Chapter, it's advisors and the Vo-Ag Advisory Committee requests that six members and one advisor be permitted to attend the 54th National FFA Convention.

The State FFA Association has arranged bus travel and hotel accommodations. The fee for roundtrip travel and room is $210.00 per person. FFA activities such as travel to the National Convention are paid for out of the chapter treasury. The chapter will pay one-half of the expenses and each individual will pay the remaining cost. The advisor's expenses are reimbursable from the State Department of Education.

Sincerely yours,

Stephen S. Miller

APPENDIX 32

IN-SERVICE COURSE SCHEDULE

AG ED 497B--USING A DATA MANAGEMENT MICROCOMPUTER PROGRAM
(With an Introduction to Word Processing)
Fall 1983 and Spring 1984 Semesters

Apple Teaching Workshops

Inservice Center/City Teaching Assistants	Date/Time/Location
Bermudian Springs, Newport Virgil Gutshall 717-567-3105	March 20, 22, 27, 29, 1983 6:00-10:00 p.m. Newport High School, 300 N. Sixth Avenue
Clearfield, State College John Stoner 814-422-8854	September 17, 24 8:00 a.m.-5:00 p.m. State College Area High School, 653 Westerly Parkway
Indiana, to be announced Bill Shuffstall 814-371-2800 Eddie Scott	15 hours to be scheduled between March 10 and 24
Ephrata (1), Lancaster Dale Gerber 717-626-2061 Karen Taylor	January 17, 19, 24, 26 6:00-10:00 p.m. Warwick High School, 301 W. Orange St., Lititz, PA
Mercer, New Castle Ron Hodge 412-667-7782	January 31, February 2, 7, 9, 1984 6:00-10:00 p.m. Mohawk High School, Hoffmaster Road, Bessemer, PA
Kutztown, to be announced Don Reinert 215-683-6796	15 hours to be scheduled between February 25 and March 10
Mansfield (2), Canton Lehan Power 717-673-5134 Wayne Seeley	October 4, 6, 11, 13 6:00-10:00 p.m. Canton Area JSHS, Main Street
Martinsburg, Loysburg Robert Sell 814-766-2221 Graham Bell	September 13, 14, 20, 31 6:00-10:00 p.m. Northern Bedford High School
Mifflinburg, Mifflinburg Glenn Spangler 412-667-7782	February 13, 15, 21, 22 6:00-10:00 p.m. Mifflinburg Area HS, First & Market Sts.

New Stanton, McKeesport Kirk Barbieri 412-678-9501 Randall Campbell	November 15, 17, 22 6:00-10:00 p.m. November 19 9:00 a.m.-4:00 p.m. McKeesport Campus, University Drive
Philadelphia, Philadelphia Marianne Dobbs 215-483-2841	November 1, 3, 8, 10 3:15-7:15 p.m. W. B. Saul HS, 7100 Henry Avenue
Somerset, Rockwood Gary Weimer 814-926-4631	June 25, 26 8:00 a.m.-5:00 p.m. Rockwood Area Schools
Wattsburg, Union City Malcolm Grove 814-438-7673	October 19, 20, 26, 27 6:00-10:00 p.m. Union City Area HS, 105 Concord Street

Radio Shack Teaching Workshops

Bermudian Springs, Gettysburg Ron Bower 717-334-6254 Bill Murray	October 4, 6, 11, 13 6:00-10:00 p.m. Gettysburg HS, Lefever Street
Clearfield, Clearfield Dave Seamans 814-231-1161 John Stoner	October 8, 15 8:00 a.m.-5:00 p.m. Clearfield Area HS, Box 910
Ephrata, Harrisburg Stanley Weaver 717-362-8181	November 1, 3, 8, 10 6:00-10:00 p.m. Radio Shack Classroom, Union Deposit Mall
Mansfield (1), Mansfield Ron Yerger 717-662-2674 Larue Thomas	March 27, 30, April 3, 6 6:00-10:00 p.m. Mansfield HS, 73 W. Wellsboro Street
Scranton, Wilkes-Barre Anthony Mikloiche 717-822-4131	March 17, 24 8:00 a.m.-5:00 p.m. Radio Shack Computer Center (just off I-81 across from Sheraton), Scranton, PA

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APPENDIX 33

INSTRUCTIONAL II CERTIFICATION REQUIREMENT

INSTRUCTIONAL II CERTIFICATION REQUIREMENT

PENNSYLVANIA DEPARTMENT OF EDUCATION

49.143 Vocational Instructional II.

The Vocational Instructional II Certificate shall be a permanent certificate issued to an applicant who shall have completed three years of satisfactory teaching on a Vocational Instructional I Certificate attested to by the chief school administrator of the approved public or nonpublic school entity in which the applicant's most recent service was performed and shall have completed a total of 24 credit hours in an approved program in the appropriate field of vocational education.

APPENDIX 34

MASTERS DEGREE REQUIREMENTS

DEGREE REQUIREMENTS

Requirements of the Graduate School as indicated in Graduate Degree Programs and Manual for Graduate Students apply to all graduate degrees and procedures of the Department. Students should familiarize themselves with these publications and with deadlines periodically announced by the Graduate School for meeting certain requirements.

Each Master's degree candidate is assigned to a major advisor who will advise the student on course selection and will supervise a thesis or paper. Incoming graduate students may be assigned to temporary advisors for scheduling courses and for selection of a major advisor. Changes in advisors should be made through the Department chairperson.

Beginning Fall 1983, a contractual arrangement between advisor and student including planned course work and time frame must be completed before beginning the second semester of courses.

M.S. and M.Ed. Degree

The six year period for earning a M.Ed. or M.S. degree may span seven consecutive summers.

A minimum of 30 graduate credits are required, of which at least 20 must be earned in residence.*

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* For either degree, a maximum of 10 credits may be transferred from other universities or a maximum of 15 credits as non-degree applied toward a degree program transferred from non-degree work subject to the rules published in the Graduate Catalog.

A scholarly paper for an M.Ed. degree must be approved by the candidate's committee and the Department. The title of the paper will be sent to the Graduate School by the Department on or before the required, announced date in the semester the degree is to be granted.

The single copy of an M.S. or M.Ed. thesis or paper required by the Department is to be bound at a commercial printing service. Cost to the candidate is currently $7.10 per copy at Pattee. The University Library gets one bound copy for circulation.

Each Master's degree candidate writes an abstract of his/her thesis or paper in the format of the annual Summaries of Studies in Agricultural Education. The abstract is to be no longer than two double-spaced typewritten pages.

An M.S. or M.Ed. candidate writing a thesis is responsible for payment of the thesis fee at the Bursar's Office. For both M.S. and M.Ed., a diploma card must be signed at registration or at the Records Office. The candidate should verify that the diploma card is activated for the semester in which the degree is to be granted.

If an M.Ed. candidate elects to present the research report as a thesis, the requirements are the same as for the M.S. degree.

APPENDIX 35

CROP BUDGET SHEETS, PENNSYLVANIA FARM MANAGEMENT HANDBOOK

Table 204. Alfalfa Hay - 4 Year Stand, one acre.

	Unit Value	Poor Production		Good Production		Excellent Production	
		Quantity	Value	Quantity	Value	Quantity	Value
Value of crop							
Alfalfa hay	$ 60.00/ton	2.0 ton	$120.00	3.5 ton	$210.00	5.0 ton	$300.00
Variable expense							
Seed - alfalfa	2.00/lb	3.5 lb	7.00	3.5 lb	7.00	3.5 lb	7.00
timothy	.75/lb	1.5 lb	1.12	1.5 lb	1.12	1.5 lb	1.12
Fertilizer							
N	.20/lb	5 lb	1.00	5 lb	1.00	5 lb	1.00
P_2O_5	.18/lb	30 lb	5.40	55 lb	9.90	70 lb	12.60
K_2O	.10/lb	30 lb	3.00	130 lb	13.00	210 lb	21.00
Lime	16.00/ton	.2 ton	3.20	.2 ton	3.20	.2 ton	3.20
Twine	.38/lb	5 lb	1.90	9 lb	3.42	13 lb	4.94
Spray			3.00		5.00		7.00
Machine variable			11.00		15.00		19.00
Total variable			36.62		58.64		76.86
Return over variable			83.38		151.36		223.14
Labor Requirement (in hours)							
MAM		2.0		3.5		4.5	
JJA		5.0		5.0		7.0	
SON				2.5		2.5	
DJF							
Total		7.0		11.0		14.0	
Lb hay less loss	14%	3440		6020		8600	
Lb TDN	52%	1789		3130		4472	
Lb dig. protein (DP)	11.5%	396		692		989	
Lb DM	90%	3096		5418		7740	

Table 208. Corn Grain, one acre.

	Unit Value	Poor Production Quantity	Poor Production Value	Good Production Quantity	Good Production Value	Excellent Production Quantity	Excellent Production Value
Value of crop	$2.50/bu	70 bu	$175.00	110 bu	$275.00	140 bu	$350.00
Variable expense							
Seed	.70/lb	12 lb	8.40	15 lb	10.50	18 lb	12.50
Fertilizer							
N	.20/lb	40 lb	8.00	130 lb	26.00	180 lb	36.00
P_2O_5	.18/lb	40 lb	7.20	75 lb	13.50	90 lb	16.20
K_2O	.10/lb	40 lb	4.00	75 lb	7.50	120 lb	12.00
Lime	16.00/ton	.4 ton	6.40	.4 ton	6.40	.4 ton	6.40
Spray			5.00		14.00		14.00
Machine variable (Drying costs not included)			12.00		16.00		18.00
Total variable			51.00		93.90		115.10
Return over variable			124.00		181.10		234.90
Labor Requirement (in hours)							
MAM		2.5		2.5		2.5	
JJA		1.0		1.0		1.0	
SON		2.6		3.6		4.6	
DJF		.3		.4		.5	
Total		6.4		7.5		8.6	
Lb shelled corn grain less loss	5%	3724		5852		7448	
Lb TDN	80%	2979		4682		5958	
Lb dig. protein (DP)	6.7%	249		392		499	
Lb DM	89%	3314		5208		6629	
Lb ear corn grain and cob less loss	5%	4655		7315		9310	
Lb TDN	73%	3398		5340		6796	
Lb dig. protein (DP)	5.3%	247		388		493	
Lb DM	86%	4003		6291		8007	

APPENDIX 36

DESCRIPTION OF A QUALITY VOCATIONAL AGRICULTURE PROGRAM IN PENNSYLVANIA

Vocational Education
in
Agriculture in Pennsylvania

A Position Statement

Agriculture is America's and Pennsylvania's basic industry. It is the only industry to have made constant increases in production efficiencies. The ratio of outputs to inputs of labor, capital, and facilities, increased approxiamtely 1.7 percent per year in each of the last 50 years. Compared with zero gains in many U.S. industries, agriculture's performance is remarkable (Alampi 1982). In Pennsylvania, the farm industry supports 20 percent of the labor force in the Commonwealth according to the Pennsylvania Department of Agriculture. Nationally, agricultural exports exceed 45 million dollars. Compared to other nations, the amount of family earnings spent on food is incredibly low in the United States. American farmers, through their productivity, have consistently subsidized the American consumer by providing low cost food thus freeing the wage earner's income for other uses.

Central to the success of agriculture has been the outstanding performance of the educational system in agriculture. Congress has created a system in agriculture (Morrill Act 1862, Hatch Act 1887, Smith Lever Act 1914, Smith-Hughes, 1917, as well as more recent legislation) that is the envy of the world. University level teaching, research, and extension are combined with actual hands-on vocational education in agriculture in the public schools. Many industries suffer from the lack of technicians, but agriculture has suffered least because of systematic instruction in vocational agriculture since 1917. Expertise in production, storage, marketing and finance are just a few of the skills needed in agriculture. Vocational agriculture,through secondary and adult programs, has been serving these needs through systematic long-term educational programs. Agriculture has changed faster than most industries and the need for education has been greater because of this change (Alampi, 1982).

Vocational education in agriculture embodies the key concepts of formal instruction, supervised occupational experience, and leadership education at both the secondary and adult levels. Student organizations (FFA and YFA) are integral to the instructional process. The community, the occupational requirements, and the agricultural sciences are organized into purposeful learning activities by professionally educated teachers who teach both occupational competencies and problem solving.

Inherent in all instructional programs in all taxonomy areas and at the secondary and adult levels are the needs of students. Vocational education in agriculture services the individual, as well as the business and industry of agriculture. To this end, close relationships are maintained among those agencies that employ the individual and the educational institution.

Vocational education in agriculture is an essential component of public education in the Commonwealth. Because it is an integral part of the educational structure of American agriculture, it contributes to:

1. the efficient production of food and fibre thus subsidizing the American consumer.

2. the balance of trade through the sale of agricultural products

3. the local, state, and national economy through the creation of jobs

4. the leadership skills needed at all levels in a democratic society

A Quality Program in Vocational Agriculture in Pennsylvania Includes:

A. Students -

1. A 9-12th grade sequential program
   a. content based on program area competencies, i.e. production, horticulture, mechanics, etc.
   b. 10 periods per week or the equivalent including supervised occupational experience
   c. opportunity to meet college entry requirement
   d. career exploration component - pre 9th grade
   e. learning environment - maximum students per teacher:
      15 in the lab
      20 in the classroom
      10 special needs per class
      55 total per day

2. Adults
   a. planned courses based on community needs
   b. 10 hours of on-farm (on the job) instruction and supervision per enrollee per year
   c. leadership development (YFA)
   d. identify enrollees by occupational objective

B. Professionals -

1. Degree in Agricultural Education

2. Certificated

3. Occupational competency

4. Minimum contract length 220 days

5. Planned program for professional improvement

C. Course of Study

1. Leadership - FFA, YFA

2. Animal Science

3. Plant Science

4. Ag Mechanics

(see Exhibit A)

5. Soil Science

6. Management

7. Occupational Experience and/or Placement
   a. supervised by the teacher at the 9-12th grades and graduate levels
   b. group and individual instruction, on site and in the school

D. Facilities--

1. Floor space in square feet *1 (from the National Standards)

	1 Teacher	2 Teachers	3 Teachers
Office	120	240	360
Classroom*2	840	840	840
Classroom Storage	120	120	200
Classroom Laboratory	432	432	432
Ag Mechanics Laboratory	3,800	4,200	4,200
Mechanics Laboratory Storage	320	480	480
TOTALS	5,632	6,312	6,512

*1 These space allotments do not allow for restrooms, locker rooms or washing facilities in the shop.
*2 Assumption is made that one classroom will be used all the time and if an extra classroom is needed other school facilities will be used.

2. Tools

3. Equipment

4. Furniture

E. Program Finance--

1. Teacher's salary pro-rated using standard contract as a base

2. Fringe benefits

3. Travel expense reimbursement
   a. to make an average of 3 or more visits per student (secondary and adult) per year
   b. to cover field trips and other educationally related activities

4. Professional Meetings

5. Curriculum materials

6. Laboratory equipment

7. Expendable items (consumable supplies)

8. Item for resale (revolving fund)

Key:

M = Much should be taught
S = Some should be taught
Blank = Not necessary

Exhibit A

Occupational Areas

Instructional Units	Ag Production	Ag Supplies	Ag Mechanics	Ag Products	Horticulture	Ag Resources	Forestry
1. Construction and Maintenance Units:							
A. Drawing and Planning	M	M	M	M	M	M	M
B. Shop Orientation and Safety	M	M	M	M	M	M	M
C. Tool Fitting	M	M	M	M	M	M	M
D. Developing an Occupationally Related Shop	M	S	M	S	M	M	M
E. Welding--Arc and Gas	M	-	M	S	-	M	M
F. Woodworking and Carpentry	M	S	S	S	S	M	M
G. Concrete and Masonry	M	S	-	S	S	M	S
H. Structures	M	S	-	S	S	M	M
I. Plumbing and Water Systems	M	M	S	M	M	M	S
J. Painting	M	S	S	S	M	M	S
K. Glazing	S	S	-	-	M	S	-
L. Cold Metal	M	S	S	S	S	S	M
M. Hot Metal	M	S	M	M	S	S	M
N. Soldering and Sheet Metal	M	S	M	S	S	S	S
2. Power and Machinery Units							
A. Agricultural Tractors--Maintenance & Minor Repair	M	M	M	S	M	M	M
B. Agricultural Tractors--Overhaul	-	-	M	-	-	-	-
C. Small Gas Engines--Maintenance & Minor Repair	M	M	M	-	M	M	M
D. Small Gas Engines--Overhaul	M	S	M	-	M	M	M
E. Hydraulics	M	S	M	M	S	S	M
F. Power Transfer	M	-	M	S	S	M	M
G. Electricity--Basic Electricity & Practical Wiring	M	M	S	M	M	M	S
H. Electricity--Motors and Controls	M	M	S	M	M	S	S
I. Agricultural Production Equipment & Operation	M	S	M	-	-	-	-
J. Agricultural Products Equipment & Operation	-	S	-	M	-	-	-
K. Horticulture Equipment & Operation	-	S	-	-	M	-	-
L. Recreational Equipment & Operation	-	S	-	-	-	M	-
M. Conservation Equipment & Operation	S	S	-	-	S	M	M
N. Forestry Equipment & Operation	-	S	-	-	-	-	M

DEVELOPMENT OF A STATEMENT DESCRIBING A QUALITY VOCATIONAL AGRICULTURE PROGRAM IN PENNSYLVANIA

In order to establish a position on the elements included in a quality program in vocational agriculture in Pennsylvania, the Pennsylvania Vocational Agricultural Teachers Association, the Department of Agricultural and Extension Education at The Pennsylvania State University and the Vocational Agricultural Division, Bureau of Vocational Education, The Pennsylvania Department of Education developed the following paper:

June 3, 1982 - 9:30 a.m. to 2:30 p.m. - 104 Armsby Bldg., Penn State

The following committee, called together by Dr. Samuel Curtis, Head, Department of Agricultural and Extension Education, The Pennsylvania State University, developed the first draft:

L. C. Ayers, PVATA	D. L. Mincemoyer, PSU
S. M. Curtis, PSU	G. W. Naugle, PVATA
D. E. Evans, PSU	D. W. Reinert, PVATA
C. F. Lebo, PDE	R. A. Weller, PDE
R. A. Martin, PSU	W. Williams, PSU

June 7, 1982 - 9:00 a.m. to 11:00 a.m. - 104 Armsby Bldg., Penn State

The members of the staff of the Department of Agricultural and Extension Education, The Pennsylvania State University made revisions and accepted document as revised.

June 15, 1982 - 6:30 p.m. to 10:00 p.m. - Findlay Recreation Room, Penn State
June 16, 1982 - 6:30 p.m. to 7:00 p.m. - Findlay Recreation Room, Penn State

The members of the Executive Committee of the PVATA made revisions and moved that the document as attached be presented to the PVATA membership at meetings scheduled for June 21 and June 22 for revision and/or approval.

June 21, 1982 - 1:30 p.m. - HUB Assembly Hall, Penn State
June 22, 1982 - 11:15 a.m. - HUB Assembly Hall, Penn State

The members of the Pennsylvania Vocational Agricultural Teachers Association approved the document as attached.

June 25, 1982

The document, as revised and/or approved, will be distributed to key personnel for implementing the improvement of vocational agricultural education in the commonwealth or the document will be rejected.

RESOLUTION FOR CONSIDERATION

PVATA MEETING

June 21, 22, 1982

WHEREAS, few elements of Pennsylvania communities understand the economic importance of vocational agricultural education.

WHEREAS, decisions made without understanding often reduce the quality of programs.

BE IT RESOLVED, that the following statement is a description of a quality program in vocational agricultural education in Pennsylvania.

APPENDIX 37

THE APPLIED BIOLOGICAL AND AGRIBUSINESS INTEREST INVENTORY

How to Use
THE APPLIED BIOLOGICAL AND AGRIBUSINESS INTEREST INVENTORY
to Identify Prospective Agricultural Occupations Students

Introduction

Teachers of agricultural occupations must identify prospective agricultural occupations students at the eighth grade prior to the time when guidance people are asking students and parents to complete ninth-grade course selection forms.

If the teacher of agricultural occupations does not assist in the guidance process, many students with high interest in agriculture may not have the chance to hear about the opportunities in agriculture.

Expressed interest in agriculture is not an acceptable way to identify prospective students because it frequently lacks validity. A valid and reliable test or inventory is helpful in the identification of prospective students.

The Applied Biological and Agribusiness Interest Inventory was developed by Dr. Robert W. Walker, Associate Professor, University of Illinois, and Dr. Glenn Z. Stevens, Professor, The Pennsylvania State University, to determine the agricultural interest of eighth-grade students. When the inventory is administered to all eighth-grade students, individuals in the group are classified into three categories depending on their test scores. Scores ranging from 66 through 100 indicate high interest. A range of scores from 44 through 65 shows middle or "lukewarm" interest, and scores below 44 are low.

In addition to the general score in agriculture, four subscores can be obtained which help to identify a student's interest in each of the following: (1) animals, (2) plants, (3) mechanics, and (4) business. The average of the four subscores is equal to the general agriculture interest score.

Procedure for Administering and Scoring the Inventory

1. Provide each student with the test booklet and one answer-survey sheet. First, have the student complete the survey side of the sheet. Then let the student read and follow the instructions in the test booklet. Be sure that the student understands that the appropriate answer is to be blackened and not encircled.

2. The inventory is hand-scored with positive and negative keys.

   Step 1. Place the positive key on the answer sheet, count the positive responses in each column, and record the figure on the answer sheet. Follow the instructions on the key.

   Step 2. Place the negative key on the answer sheet, count the negative responses in each column, and record the figure on the answer sheet. Follow the instructions on the key.

Step 3. Add the positive counts for the four areas and write this number to the left of +50 on line "a" under the heading "General (All Items)." Add 50 and record the sum to the right of +50 (see scoring example).

Step 4. Add the negative counts for the four areas and write this number on line "b" in the "General (All Items)" column.

Step 5. Determine the student's general interest score by subtracting the negative count on line "b" from the positive count on line "a."

Step 6. Subtract "b" from "a" in each of the other four columns to determine "c," or difference.

Step 7. Convert the numerical difference for each column to a score comparable to the general score by using the following table:

Difference Converted to Score

Positive Difference				Negative Difference			
Difference	Score	Difference	Score	Difference	Score	Difference	Score
13	100	6	72	0	48	-7	20
12	96	5	68	-1	44	-8	16
11	92	4	64	-2	40	-9	12
10	88	3	60	-3	36	-10	8
9	84	2	56	-4	32	-11	4
8	80	1	52	-5	28	-12	0
7	76			-6	24		

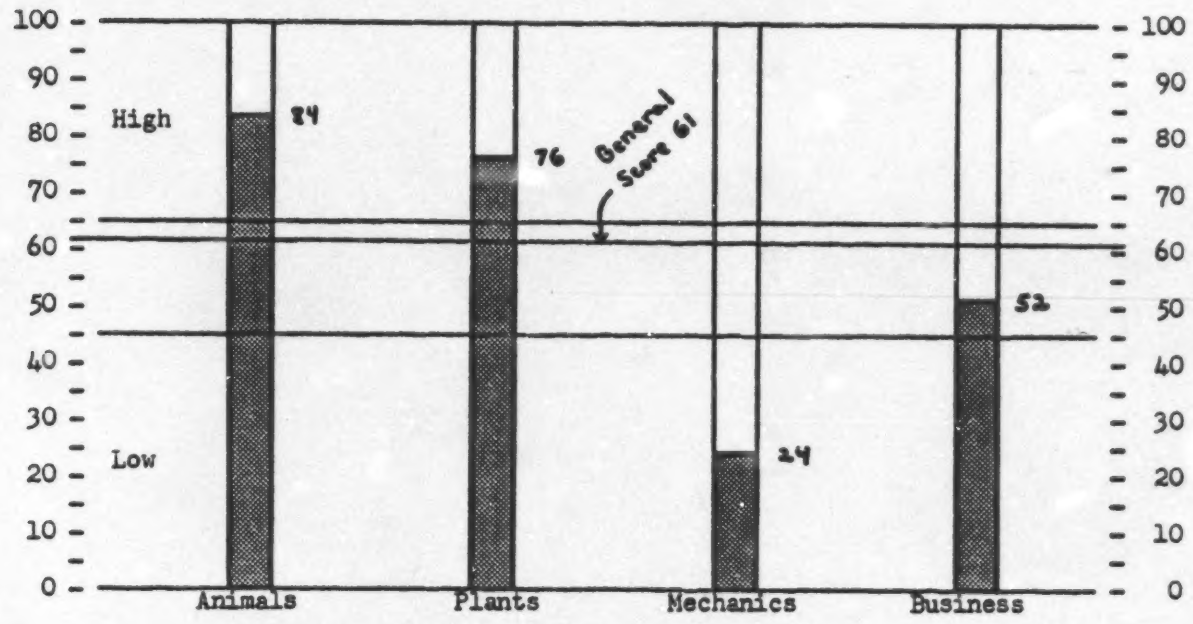
Record the score under each of the major areas. Note that the general score is the same as the difference on line "c."

If the seven steps have been followed carefully, five scores should be determined, as illustrated in the scoring example which follows:

Scoring Example

Steps in Scoring	General (All Items)	Animals (Items 1-25)	Plants (Items 26-50)	Mechanics (Items 51-75)	Business (Items 76-100)
a. Pos. Count	23 +50 73	9	8	2	4
b. Neg. Count	12	0	1	8	3
c. Difference	61	9	7	-6	1
Score	Same as "c"	See table 84	See table 76	See table 24	See table 52

Step 8. Finally, complete the form entitled "Summary of Expressed and Inventoried Interest," which graphically presents a profile of scores to aid in interpreting the inventory results to the student and parents. The procedure to follow in using the form is illustrated:



Alternative or Additional Scoring Method

Until further research facilitates the identification of item answer positions for the development of new scoring keys, the following procedure obtains scores that correlate positively with the scores resulting from the method described earlier.

The procedure is simply to count the blackened answer positions "SL" and "L" for each of the four areas — Animals, Plants, Mechanics, and Business. Rank the scores of all students from high to low, and place the raw score in each of the five columns on a summary sheet which separates the top third from the middle third, and the middle third from the bottom third. The format for the summary sheet is as follows:

Summary Sheet

THE APPLIED BIOLOGICAL AND AGRIBUSINESS INTEREST INVENTORY

		Number of Items Marked "SL" or "L"				
No.	Student's Name	Animals	Plants	Mechanics	Business	Total
___	_____	___	___	___	___	___
___	_____	___	___	___	___	___

Using the Results of the Interest Inventory

Notify students who score high. Send a letter (signed by the principal) to the parents of every high scorer, informing them of their son's or daughter's high score(s). Extend an invitation to the parents to attend a meeting at the school to talk about their child's interest and learn more about agricultural career opportunities.

Involve the guidance counselor. Solicit his help in administering the inventory. Urge him to take part in meetings with parents.

Interview students with high interest at the school, and visit each student at home to meet the parents and become familiar with the home environment.

Don't refuse to permit students with middle interest scores to enroll in the agricultural occupations curriculum. Interest is learned, and since these students express an interest to learn more about agriculture, there is a good chance that middle interest will become high interest.

Students with low interest should not be encouraged to enroll in the agricultural occupations curriculum. At the age of 14, students living in a rural area who do not like animals, plants, mechanics, or business are not about to change their response. The negative attitude or interest is very stable. These students should be encouraged to consider other vocational programs.

In Conclusion

1. Inventory students' interest in January or early February.
2. Notify students with high scores.
3. Send a letter to the parents of high scorers. Invite them to a meeting.
4. Visit prospective students at their homes.
5. Keep the guidance people informed. Get them involved.
6. Develop and conduct a program that will meet the needs of interested students.
7. Instruct the students, using the problem-solving approach. Select major areas of course content that are relevant to the students.
8. Keep the program occupationally oriented. Help students to explore the field of agricultural occupations and to prepare to enter one of the many occupational areas.

THE APPLIED BIOLOGICAL AND AGRIBUSINESS INTEREST INVENTORY

Summary of Expressed and Inventoried Interest

Name_____ Sex: Male____ Female____
Last First Middle

Mailing address_____ Date of birth__/__/__
Mo. Day Yr.

Agricultural experience* (List by number)_____

_____

*Experience enjoyed the most to be encircled.

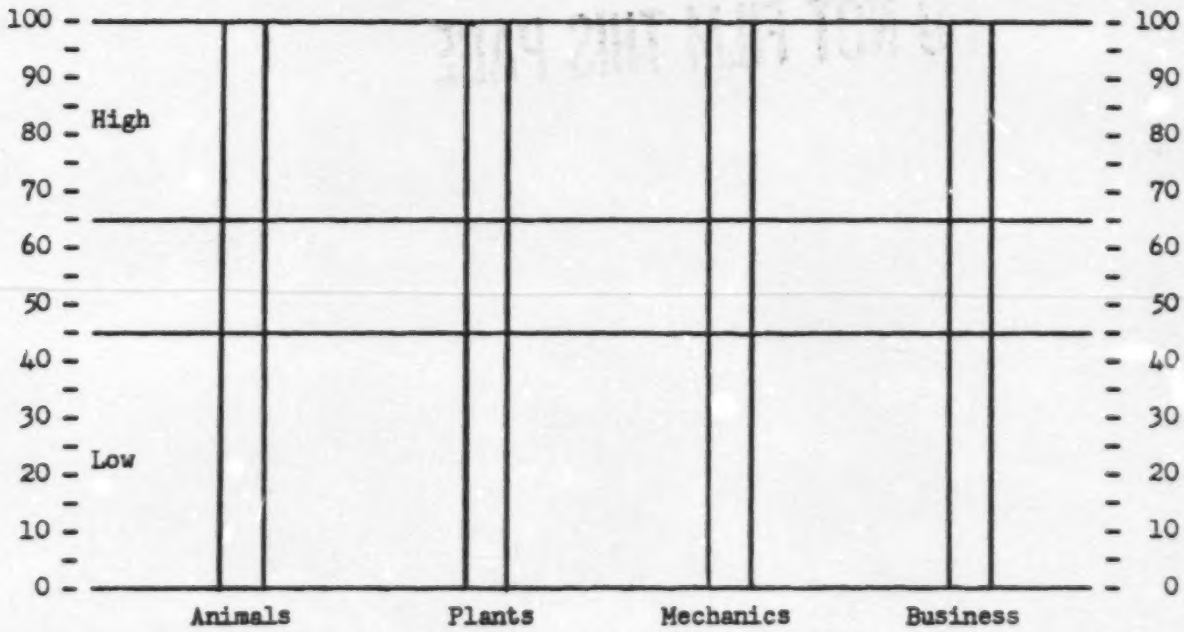
Would like to learn more about (List by number)_____

_____

Desire to enroll in an agricultural occupations course_____

Inventory results: General_____ Animals_____ Mechanics_____

Plants_____ Business_____



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Answer Sheet

Steps in Scoring	General (All Items)	Animals (Items 1-25)	Plants (Items 26-50)	Mechanics (Items 51-75)	Business (Items 76-100)
a. Pos. Count	___+50 ___	___	___	___	___
b. Neg. Count	___	___	___	___	___
c. Difference	___	___	___	___	___
Score	Same as "c"	See table___	See table ___	See table ___	See table ___

Directions: Blacken out one symbol for each item.

1. SL L U D SD	26. SL L U D SD	51. SL L U D SD	76. SL L U D SD
2. SL L U D SD	27. SL L U D SD	52. SL L U D SD	77. SL L U D SD
3. SL L U D SD	28. SL L U D SD	53. SL L U D SD	78. SL L U D SD
4. SL L U D SD	29. SL L U D SD	54. SL L U D SD	79. SL L U D SD
5. SL L U D SD	30. SL L U D SD	55. SL L U D SD	80. SL L U D SD
6. SL L U D SD	31. SL L U D SD	56. SL L U D SD	81. SL L U D SD
7. SL L U D SD	32. SL L U D SD	57. SL L U D SD	82. SL L U D SD
8. SL L U D SD	33. SL L U D SD	58. SL L U D SD	83. SL L U D SD
9. SL L U D SD	34. SL L U D SD	59. SL L U D SD	84. SL L U D SD
10. SL L U D SD	35. SL L U D SD	60. SL L U D SD	85. SL L U D SD
11. SL L U D SD	36. SL L U D SD	61. SL L U D SD	86. SL L U D SD
12. SL L U D SD	37. SL L U D SD	62. SL L U D SD	87. SL L U D SD
13. SL L U D SD	38. SL L U D SD	63. SL L U D SD	88. SL L U D SD
14. SL L U D SD	39. SL L U D SD	64. SL L U D SD	89. SL L U D SD
15. SL L U D SD	40. SL L U D SD	65. SL L U D SD	90. SL L U D SD
16. SL L U D SD	41. SL L U D SD	66. SL L U D SD	91. SL L U D SD
17. SL L U D SD	42. SL L U D SD	67. SL L U D SD	92. SL L U D SD
18. SL L U D SD	43. SL L U D SD	68. SL L U D SD	93. SL L U D SD
19. SL L U D SD	44. SL L U D SD	69. SL L U D SD	94. SL L U D SD
20. SL L U D SD	45. SL L U D SD	70. SL L U D SD	95. SL L U D SD
21. SL L U D SD	46. SL L U D SD	71. SL L U D SD	96. SL L U D SD
22. SL L U D SD	47. SL L U D SD	72. SL L U D SD	97. SL L U D SD
23. SL L U D SD	48. SL L U D SD	73. SL L U D SD	98. SL L U D SD
24. SL L U D SD	49. SL L U D SD	74. SL L U D SD	99. SL L U D SD
25. SL L U D SD	50. SL L U D SD	75. SL L U D SD	100. SL L U D SD

THE APPLIED BIOLOGICAL AND AGRIBUSINESS INTEREST INVENTORY

Student Survey

Name_____ Sex: Male____ Female ____
Last First Middle

Mailing address_____ Date of birth___/___/____
Mo. Day Yr.

Father's or guardian's name_____

Occupation of father or guardian_____

Employer of father or guardian_____

What experience have you had? (Check one or more.)

1. Helping with the crops on a farm . . . . . ____
2. Helping with the livestock on a farm . . . . . ____
3. Helping to care for small animals . . . . . ____
4. Helping to care for a garden and flowers . . . . . ____
5. Helping to care for a lawn, shrubs, and trees . . . . . ____
6. Helping to care for a park or forest . . . . . ____
7. Helping in a farm or garden supplies store . . . . . ____
8. Helping to prepare food products for sale . . . . . ____
9. Helping to operate farm, garden, or lawn machines . . . . ____
10. Helping to adjust or repair small machines . . . . . ____

Which one of the experiences checked above did you enjoy the most? (Write in the number located to the left of the experience.) ____

Which of the following subjects would you like to learn more about? (Check one or more.)

1. Growing livestock and crops . . . . . ____
2. Business and store operation . . . . . ____
3. Mechanics and tractor operation . . . . . ____
4. Processing and selling food products . . . . . ____
5. Growing and selling plants and flowers . . . . . ____
6. Soil, water, and wildlife conservation . . . . . ____
7. Forestry and tree care . . . . . ____
8. Job opportunities for young workers . . . . . ____

Would you like to enroll in a high school [illegible]e to study about one or more of the subjects checked above?

1. Yes ____
2. No ____

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